Last Updated 1/31/12
Version 6.3

STATE OF TENNESSEE

EDISON SYSTEM PROCEDURES

Professional Service Contracting

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Professional Service Contracting

This procedure guide is designed to provide information on the business processes surrounding Professional Services in the Edison system. Pre-requisite training courses provide details on the Edison application tool. This manual will discuss the procedures surrounding the use of the Edison modules and how the system is used to qualify specific business process procedures for Professional Services documents.

Table of Contents

Introduction

The following procedures manual defines procedures and steps for using Edison to fulfill Professional Services procurement specific to the Purchasing Authority of F&A Offices of Contract Review.

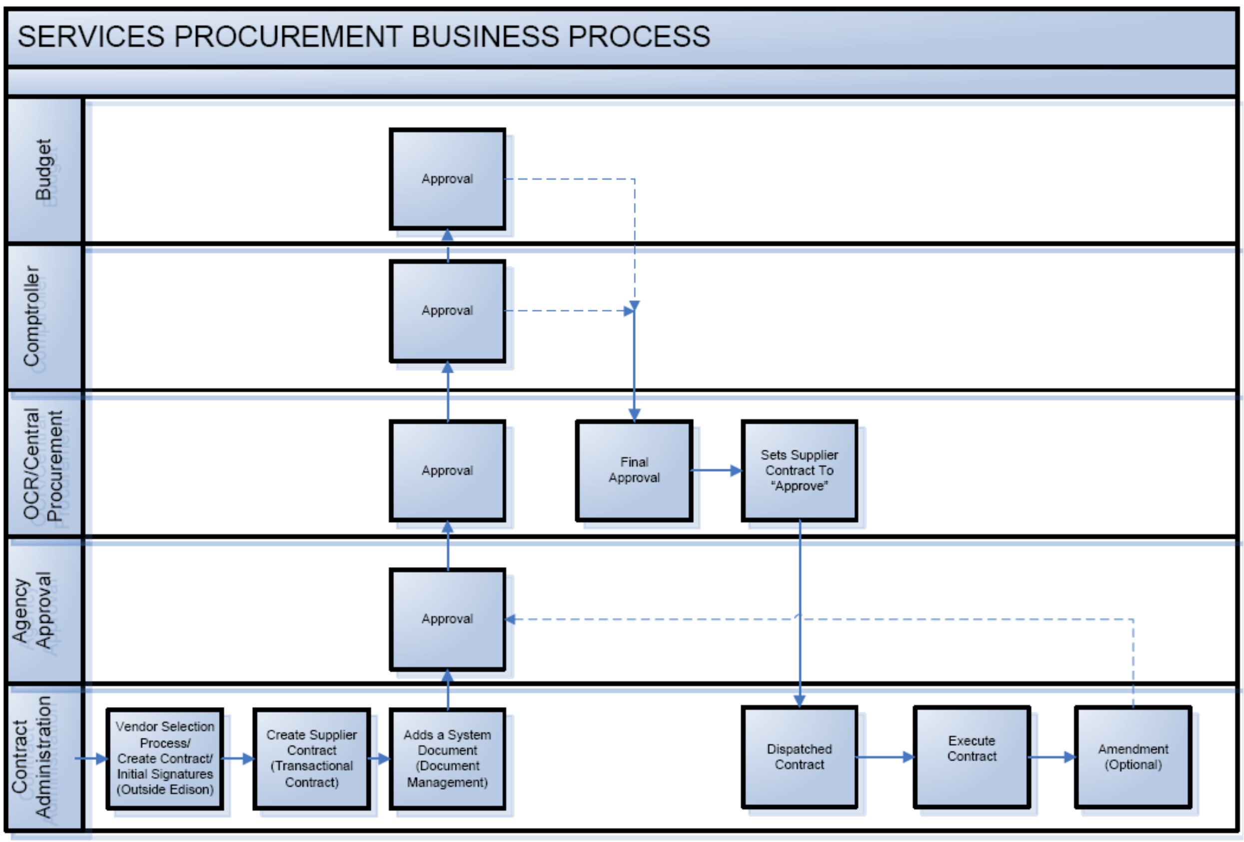
Contract Types

(Edison Contract Type) OCR Designation - Description

(SVC-AV) **AV** –	Authorization to Vendor less than $1,000 (SVC-AV)
(SVC-ED) **ED** –	Fee-for-Service Contract with TN State college or university
(SVC-FA) **FA** –	Fee-for-Service contract with an individual, business, non-profit, or governmental entity of another state
(SVC-GG) **GG** –	Grant to a Federal or Tennessee governmental entity(except a Tennessee state agency, college, or university)
(SVC-GR) **GR** –	Grant to an individual, business, non-profit, or governmental entity of another state
(SVC-GU) **GU** –	Fee-for-Service Contract with a federal or Tennessee governmental entity (except a Tennessee state agency, college, or university)
(SVC-EG) **EG** –	Grant to a Tennessee state college, or university
(SVC-GE) **GE** –	Grant Endowment
(SVC-DA) **DA** –	Special Delegated Authority
(SVC-DG) **DG** –	Delegated Grant Authority
(SVC-DL) **DL** –	Delegated Loan Authority
(SVC-DP) **DP** –	Delegated Purchase Authority
(SVC-DN) **DN** –	Delegated No-Cost Authority
(SVC-DR) **DR** –	Delegated Revenue Authority
(SVC-NC) **NC** –	No Cost Contract involving No monetary obligation between the contract parties
(SVC-RV) **RV** –	Revenue Contract that provides for the state to receive one or more monetary payments
(SVC-ID) **ID** –	Interdepartmental Fee-for-Service Contract between state agencies (except a contract with a Tennessee state college, or university)
(SVC-IG) **IG** –	Interdepartmental Grant from one state agency to another(except to a Tennessee state college, or university)
(SVC-MC) **MC** –	Managed Care Contracts (for TennCare use only)

Summary of Procedures

A brief summary of Professional Services procedures are included in the following section.



The Process Flow for Professional Services Contracts within Edison

New Contract Entry

All new Entry of Professional Services Contracts in Edison will be entered as Supplier Contracts. Navigation: Supplier Contracts>Create Contacts and Documents. Follow Procedures in the section titled "Contract Entry."

Contracts Types - AV, ED, EG, FA, GG, GR, GU, GE

- Follow the standard Supplier Contract Entry. See the Contract Entry (Section A) steps in this Manual

Contracts Types - DA, DG, DL, DP

- Follow the standard Supplier Contract Entry, except for one difference on entry. Vendor ID: "ZZZ" will be used on all Delegated Authority Contracts.

Contracts Types - DN, DR

- Follow the standard Supplier Contract Entry. Vendor ID: "ZZZ" will be used. Maximum amount on all lines will be $.01. *Once approved, no Purchase Orders will be create against the Contract in Edison.*

Contracts Types - RV, NC

- Follow the standard Supplier Contract Entry. Maximum amount on all lines will be $.01. *Once approved, no Purchase Orders will be create against the Contract in Edison.*

Contracts Types - ID, IG, MC

- Follow the standard Supplier Contract Entry. Vendor will be State of Tennessee (0000000051) Maximum amount on all lines will be $.01. *Once approved, no Purchase Orders will be create against the Contract in Edison.*

Amendments

See the section entitled "Contract Amendments" for detailed instructions.

Navigation: Supplier Contracts>Create Contacts and Documents.

Contracts Types - AV, ED, EG, FA, GG, GR, GU, GE, RV, NC, ID, IC, MC

- Contract Amendment (Non-Converted)
  Update the Transactional Supplier Contract to reflect the changes to be made. Create a Contract Amendment in Edison by clicking the Maintain Document link and clicking the Create Amendment Button. Upload the Contract Amendment document to the document management page. Submit for approval. See the Contract Amendment steps in this Manual. Summary of the Procedures are as follows:

Amendment Procedures (Non-Converted Contract):

- Create Amendment document using **OCR Templates/Models**
- **Open** the Transactional contract and **update** the fields on the Contract to be changed
- Click "**Maintain Document**" button (note: it is "Add" for first time document in Edison)
- Click the **Create Amendment** Button (note: Document status must be Executed to have the Create Amendment option)
- Chose the appropriate **Amendment Configurator ID**
- Click **Major Version**
- Click "**Attachments Exist**" button
- **Upload** Amendment Document, Original Document, and any other supporting documentation needed for approvals (name documents in description as directed)
- Click **Preview Approvals**
- Enter the **Approvals Justification Comments** for the amendment
- Click "**Submit for Approval**"

- Converted Contract Amendment
  Contracts that were converted as Supplier Contracts will likely not have a document associated to the transactional contract. This means the system does not have a "document" to amend. These amendment transactions will need to be treated as a first time entry of a document. (See creation of a contract document for detailed procedures). Highlights, Exceptions, and/or Additions to the procedures are as follows:

Converted Amendment Procedures:

- Create Amendment document using **OCR Templates/Models**
- Click "**Add a Document**" button (note: it is "Add" for first time document in Edison)
- Chose the appropriate **Configurator ID**
- Click "**Create Document**"
- Click "**Attachments Exist**" button
- **Upload** Amendment Document, Original Document, and any other supporting documentation needed for approvals (name documents in description as

directed)

- Click **Preview Approvals**
- Using the **Approvals Justification Comments**, state that this entry is for an amendment. State the number of the amendment and the requested changes to the contract.
- Click "**Submit for Approval**"

Contract Types - DA, DG, DL, DP

Follow the same procedures as all other Supplier Contracts. Update the Transactional Supplier Contract to reflect the changes to be made. Create a Contract Amendment to the Contract in Edison by clicking the Maintain Document link and clicking the Create Amendment Button. Upload the Contract Amendment document to the document management page. Submit for approval. See the Contract Amendment steps in this Manual.

Previously, there were Delegation Contracts entered as Requisitions, as were the procedures. Now, all Delegation Contracts should be entered and processed as Supplier Contracts

Creating a Purchase Order

Purchase Orders are the designated method for a creating a release against a contract in Edison. Not only is the Purchase Order the initiation of the contract release process but the Purchase Order is where the encumbrance of Funds occur. Contracts in Edison are not encumbered. To encumber funds designated for a contract a Purchase Order must be created and budget checked for the desired amount.

Navigation: Purchasing>Purchase Orders> Add/Update POs.
Follow Procedures in the section titled "Contract Entry."

For Contracts Types - AV, ED, EG, FA, GG, GR, GU, GE

- Follow the Purchase Order creation procedures. Summary of the Procedure is as follows:

.

Creating a Purchase Order from a Supplier Contract

- Add **Purchase Orders**
- **Copy from Contract**
- **Vendor** will default from Contract
- Select the **Buyer**
- Select **PO Type** on Header Details

- **Edit Line Description** or Attachments for further description of service if desired
- Change **Price** to encumber desired amount of contract (it should default as $1.00)
- Enter the desired **Distribution**
- **Save**
- **Budget Check**
- **Approve**
- **Dispatch**

For Contracts Types - DA, DG, DL, DP

- The vendor must be changed on the Purchase Order from Vendor ID: "ZZZ" to the vendor with whom the Purchase Order is to be issued. Summary of the Procedure is as follows:

Creating a Delegated Authority Purchase Order from a Supplier Contract

- Add **Purchase Orders**
- **Copy from Contract**
- **Change** the **Vendor** from Vendor ID – ZZZ to the Desired vendor for the Service
- **Vendor Change is required**
- Select the **Buyer**
- Select **PO Type** on Header Details
- Enter Assigned Contract Number in the **PO Reference** field.
- Click **Add Attachments** and Add Contract with the vendor as an attachment
- **Edit Line Description** or Line Attachments for further description of service if desired
- Change **Price** to encumber desired amount of contract (it should default as $1.00)
- Enter the desired **Distribution**
- **Save**
- If Vendor is not changed from ZZZ, the page cannot be saved
- **Budget Check**
- **Approve**
- **Dispatch**

Contracts Types - DN, DR

- *No Purchase Orders will be create against the Contract in Edison.*

Contracts Types - RV, NC

- *No Purchase Orders will be create against the Contract in Edison.*

Contracts Types - ID, IG, MC

- *No Purchase Orders will be create against the Contract in Edison.*

Creating a Receipt

Receipts are an authorization that services have been rendered for an amount. For Accounts Payable to create a Voucher for payment against a Purchase Order, a receipt must first be entered.

Navigation: Purchasing>Receipts> Add/Update Receipts
Follow Procedures in the section titled "Creating a Receipt."

For Purchase Order Types - ALL

- Summary of the Procedure is as follows:

Creating a Receipt against a Purchase Order

- **Add** a Receipt
- **Search** for the desired Purchase Order to receive
- **Select** the Purchase Order line(s) to receive
- Enter the **Price** Amount to receive
- **Save** the Receipt

Creating a Change Order

If a Purchase Order is needed to be changed, the Buyer can issue a Change Order on the Purchase Order. The Purchase Order will still be controlled by the conditions of the associated contract. Thus, if the purchase Order change is greater than the maximum amounts allowed on the contract, the Change Order will not be allowed.

Navigation: Purchasing>Purchase Orders> Add/Update POs.
Follow Procedures in the section titled "Change Orders."

For PO Types – SAV, SED, SEG, SFA, SGG, SGR, SGU, SGE

(Contract Type - AV, ED, EG, FA, GG, GR, GU, GE)

- Summary of the Change Order Procedure is as follows:

.

Creating a Change Order

- Find the **Purchase Order**
- **Make** the desired **Change**
- Note: Once you make the change you will receive a message saying you will be creating a Change Order or you may receive a message stating why a change order is not allowed on the Purchase Order
- **Save**
- **The Purchase Order will need to be Approved again**
- **Budget Check**
- **Dispatch**

For PO Types – SDA, SDGH, SDGZ, SDL, SDP

(Contract Types - DA, DG, DL, DP)

- Summary of the Change Order Procedure for a Purchase Order issued against Delegated Contract Authority:

.

Creating a Change Order

- Find the **Purchase Order**
- **Make** the desired **Change**
- Note: Once you make the change you will receive a message saying you will be creating a Change Order or you may receive a message stating why a change order is not allowed on the Purchase Order
- Add a new comment in the Edit Comments link
- **Add Attachments** and upload the Contract Amendment with the vendor as an attachment
- **Save**
- **The Purchase Order will need to be Approved again**
- **Budget Check**
- **Dispatch**

Additional Procedures covered in the Manual:

Close/Cancel Purchase Order

- A Purchase Order may be Closed or Canceled when the PO is no longer needed or is fully sourced. Canceling a Purchase Order will terminate the Purchase Order and once budget checked, will put the encumbered funds back in the budget. The cancelation process will also put the money back in the available amount of the Contract from which it was issued. The system will not allow cancelation of a Purchase Order if there are outstanding transactions issued against the PO (receipts, vouchers, payments). Closing a Purchase Order is allowed with outstanding transactions against the PO. By closing the PO, no future transactions can be issued against the Purchase Order. If the Purchase Order has been partially received and you would like to put the remaining amount back in the Contract's available amount, you will need to first reduce the Purchase Order to the spent amount. By reducing the PO to the spent amount, the money will be back available in the contract's available amount. Once the Purchase Order is Budget Checked, the unspent funds will be released back in the associated budget.

- **Note: There is a scheduled procedure that closes POs that have been fully used and paid. The procedures listed here are for circumstances where you need to close or cancel a PO before the full amount has been used or is no longer needed.**

    - Summary of the Cancel and Close Procedures are as follows:

Canceling a Purchase Order

Navigation: Purchasing>Purchase Order>Add/Update PO

- Find the **Purchase Order**
- **Click the Cancel Button (Red "X" by the Status)**
- **The User will be receive a warning about canceling the PO**
- **Follow Instructions to Cancel**
- **Budget Check**
- **Dispatch**

Closing a Purchase Order

Navigation: Purchasing>Purchase Order>Add/Update PO

- Find the **Purchase Order**
- **Reduce the Line Amount to the Used Amount**
- **Save**
- PO does not need to be Budget Checked or Approved

Navigation: Purchasing>Purchase Order>Reconciliation Workbench

- Find or Add a Run Control
- Enter the desired **Search Criteria**
- **Select the PO** to Close or Cancel
- Click **Close or Cancel**
- Review qualified status of PO
- PO may be allowed to be moved to qualified if it is not qualified
- If Qualified, PO may be Closed or Canceled
- PO Status will go to Canceled or Complete (closed)
- Budget Check
- PO will not need to be Dispatched, the status is already at Complete

Close/Cancel Contracts

- A Contract may be Closed or Canceled when the Contract is no longer needed or is expired. The expiration of a Contract does not automatically change a contract's status to "Closed." Contracts will remain in Approved status until an action is issued against the contract. Canceling a Contract will make the contract unusable once it is canceled. Cancelation should be used when the Contract is to be terminated before the expiration date. Closing a contract should be used to finalize a contract when it is no longer needed and the term of the contract is passed. For both Close and Cancel, all open transactions against the Purchase Order must be complete before one can Close or Cancel the Contract.

Contract Status Re-Set

- When a Contract Page is set to open to make a minor change or is set accidentally, the Contract Administrator will not have the authority to set the contract to Approved. The minor changes could be changing default chartfields or default Buyer. A procedure has been set in place to handle these requests to set a Contract to an Approved status. A summary of the procedures is as follows:

(1) Use the Edison System "amendment" process to submit an *Edison Record Status Reset Request*.

(2) Complete the request using the model format (www.intranet.state.tn.us/finance/ocr/doc/request-edison-record.doc) by replacing RED instructional text with the correct information indicated (in regular style print of conforming font and color).

(3) Save or scan the request as a PDF file and attach it to the relevant Edison Document Management record (just as a contract amendment would be attached for an actual contract amendment).

(4) Complete the **title field** for the attached request exactly as follows (replace **DATE** with the request date):

DATE **EDISON RECORD STATUS RESET REQUEST - NOT AN AMENDMENT**

(5) insert an Edison Approval Comment exactly as follows (replace **DATE** with the request date):

DATE **EDISON RECORD STATUS RESET REQUEST - NOT AN AMENDMENT**

(6) Submit the request for procuring agency and F&A approval routing (as with a contract amendment).

OCR approval will be perfunctory and for purposes of system processing only. OCR staff will not log, track, or insert any *ad hoc* approval routing. The substantive approvals recorded will be those by the procuring agency and F&A Budget (as may be automatically required by the Edison System). After approvals, OCR staff will reset the Edison Record status to "Approved."

The "amendment" process will document procuring agency and F&A Budget approval for OCR to reset the status of an Edison Record (as may be revised), but the *Edison Record*

Status Reset Request **approval will <u>NOT</u> effect or constitute an actual contract amendment.**

A. Supplier Contract Entry

The following method shown is for a Direct Entry Supplier Contract within Edison. Direct Entry is used for the following types of Contracts:

SVC – AV < $1,000
SVC – ED-type Contract
SVC – FA-type Contract
SVC – GE-type Contract
SVC – GG-type Grant
SVC – EG-type Grant
SVC – GR-type Grant
SVC – GU-type Contract
SVC – ID-type Grant
SVC – IG-type Grant
SVC – MC-type Grant

A.1. Prepare Document from OCR Templates/Models

These steps are not completed within Edison.

Step	Action
1	Create Document and print document (From **OCR Templates/Models**)
2	Obtain all **required signatures** on the printed document for this document type

A.2. Scan a Document

These steps are not completed within Edison

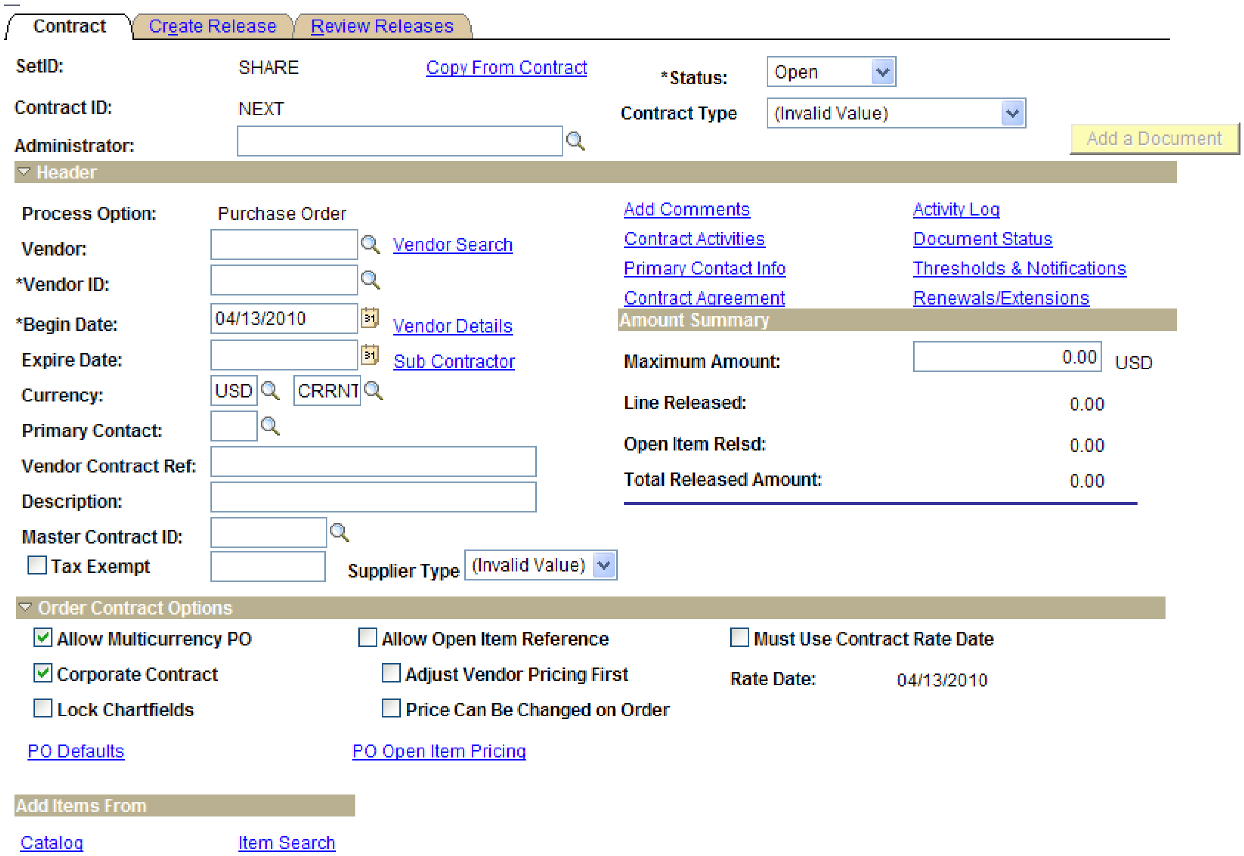
Step	Action
1	Document is already Printed and Signatures obtained (See previous procedures)
2	Scan the document in **Unsecured PDF Format**
3	Save the **scanned document** to your hard drive for easy retrieval

A.3. Entering a Supplier Contract (Transactional Contract)

Supplier Contracts > Create Contracts and Documents > Contract Entry

Edison Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

Step	Action
1	Click the **Add a New Value** tab
2	**NOTE:** Set ID will default as **SHARE**
3	**NOTE:** Contract ID will default as **NEXT**
4	Contract Process Option - select **Purchase Order (Contract)** from the drop-down
5	Click the **Add** button.



6	**NOTE:** The Contract page is where entry of the contract occurs and where the User performs management of the contract
7	**NOTE:** The Status field will default to **Open**
8	Select the appropriate **Contract Type** from the drop-down box.
9	Select desired **Contract Administrator** by clicking on the lookup icon and selecting the desired Name through the search criteria
10	Select the desired **Vendor** by clicking on the lookup icon and selecting the desired vendor through the search criteria
	Note: For **ID**, **IG** and **MC** Contact Types, Select Vendor 0000000051 (State of Tennessee)
11	Click **Vendor Details** (to the right of the Begin Date field)
12	Select the **Location** for Vendor. If Vendor Location does not default or a different location is required, Use the Look Up button for Location to identify the appropriate Vendor Location

13	**NOTE:** The vendor **Address Number** should default based on the Location code selected above. If necessary, you may change the address code or select a code if one did not default by using the Look Up button
14	Enter the contract **Begin Date**. Enter directly or click on the look-up calendar and select the date
15	Enter the contract **End Date**. Enter directly or click on the look-up calendar and select the date.
16	Select the vendor **Primary Contact** by clicking on the lookup icon (optional, available listing is based on the vendor selected and what is entered in the vendor file)
17	**NOTE:** Leave the Vendor Contract Reference field blank at this time
18	Enter the **RFS #** in the **Description** field
19	Enter the **contract total** in the **Maximum Amount** field (Maximum Liability)
	*** For **ID (**Inter-Departmental) **IG** (Inter-Departmental Grant) types, and **MC** (Managed Care) enter $.01 in the Maximum Line Amount.
20	Select the appropriate **Supplier Type (Vendor or Sub-recipient)**
21	**NOTE:** The links on the top right of the contract page are not required. They are tools that are encouraged in use for management of the contract. See additional sections for use. (Contract Activities, Contract Agreement, Activity Log , Sub Contractor Page, Insur/Bond/Cert). Renewals/Extensions functionality is not used by OCR at this time. Since most supporting documentation will be attached in the Document Management page, the Comments link could be used to attach comments or any supporting documentation that will not be included on the document management page. ***The next required step is on Step 42.***

	Optional Functionality
22	Click the **Comments** button (the white icon at the end of the line)
23	In the Comments field, enter Description of supporting document to be attached (Note: the required attachments and supporting documentation will be made on the Document Management page with the Approvals)
24	Click the **Attach** button
25	Click the **Browse** button
26	Select the **Supporting Document**
27	After selected, click **Open**
28	Click **Upload**
29	Click **Save and Submit**

30	NOTE: Attached document should be shown as 'Attached'
31	If additional **Attachments** are necessary, click the '+' button and repeat necessary steps
32	Click **OK**
33	Click **Thresholds and Notifications** (Not a Requirement for OCR Approval)
34	Select **Notify** on Expire/Exceed Max
35	Select **Buyer** to be notified (this will be the same as the contract administrator name)
36	**NOTE:** Expire date will default from contract expire date on header page
37	**NOTE:** Enter desired number of days to be notified before contract expires
38	**NOTE:** Notification date will populate
39	If desired, enter amount less than maximum or enter percent less than maximum
40	**NOTE:** Notification amount will populate and Amount summary will populate from the header page
41	Click **OK**

	Continued
42	**Un-check** the **Corporate Contract checkbox** (This restricts contract for Agency use only)
43	Click **PO Defaults**
44	**NOTE**: **Vendor Location** selected on **Vendor Details** page will now be visible on the PO Defaults page
45	Ensure the correct **Business Unit** is selected. The contract will be only available for Business Units listed. **NOTE:** If more than one business unit may use this contract, select the "+" button to add additional Business Units.
46	Enter the **Buyer** as the default for all PO Contract Releases. This Buyer may be changed if different for each release at the PO
47	Enter the appropriate **Fund**. (required)
48	**NOTE:** Defaults for the distribution entered here are defaults for the "entire" contract. If you have multiple lines and different distribution is needed for each line, then the distribution should be entered on the line distribution listed below (See step 66). Chartfield information should be determined by Agency and entered by either the Contract Administrator or the Fiscal representative
49	Click **OK**

50	**NOTE:** Contracts can be set-up in different ways. It can be established for the entire contract to be one line, with each fiscal year representing a line, with each deliverable as a line, with the payment methodology as the lines, or as a combination of the preceding options. The user must decide how they wish to establish the contract lines.
51	**NOTE:** "Type" will default to item (keep type as item)
52	Enter a **description** for the line in the **description field**
53	Select the **unit of measure (UOM)** by clicking the lookup icon (required)
54	Select the **Category (NIGP Code)** by clicking the lookup icon (required)
55	Select **Line Details icon** (next to line number)
56	Select **Expand Pricing Information**
57	**NOTE:** Include an **Max Amount** if it is desired to control the maximum amount that can be spent per line
58	Check **Price Can be Changed on Order**
59	Check **Amount Only**
60	Enter the **base price** for the line item (this is the amount that will default on the PO release) **Enter : $1.00**
61	Enter or change **quantity schedule** (will default). Quantity should be **1**
62	Click **OK**
63	**NOTE:** If an additional line needs to be added, click the '**+**' button on the end of the line details
64	**NOTE:** a pop-up will appear and ask how many additional lines are needed to be added. Enter appropriate number and click OK.
65	**NOTE:** Follow same procedures in adding new line information
66	**NOTE:** If distribution is different for each line or needs to be entered by line, click the PO Distribution Details button (icon looks like a paper with three arrows pointing outward)
67	**NOTE:** An established speedchart may be used or the information may be entered directly
68	**NOTE:** Multiple distributions may be used but the distribution percent total must equal 100. (Therefore, if one distribution Line exists, the percent would be 100)
69	Click the **Save** button.
70	**NOTE:** Notice that a new Edison assigned **Contract ID** has been created
71	Contract status is still **Open**

A.4. Creation of a Contract Document

For this business process, the actual contract document is created outside of the Edison system at the current time. The Document Management page is used to manage the document within the system. The document management page works as a secure contract document repository for the contract and enables the use of an automated approval process.

Supplier Contracts and Documents>Create Contracts and Documents>Contract Entry

Edison Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

Step	Action
1	Transactional Contract is now created and is ready for the contract document creation (See previous procedures.)
2	**NOTE:** If you are at the contract page for the desired contract document, follow steps 3-8, if you are there skip to step 9
3	Click **Find an Existing Value**
4	Enter desired **search criteria**
5	Click **Search**
6	Click the **Link** for the desired contract
7	**NOTE:** You will now be at the **Contract** page for the selected contract
8	Select the **Add a Document** Button
9	Select the **Contract Administrator** in the Administrator field. (This should default from the Contract page)
10	NOTE: **Sponsor** field is **not** required. **Business Unit** is only available if a sponsor is selected. Enter Business Unit, if desired
11	Select the desired **Configurator ID** for the type of document by clicking on the **Lookup** icon. (All Professional Service Configurators begin with "SVC" example - SVC_CONTRACT_FA, SVC_CONTRACT_GR, etc)
12	**NOTE:** Description of the Contract will default from the Contract Description
13	Click the **Save** button.
14	Click the **Create Document** button
15	**NOTE:** You will be taken to the **Document Management** page

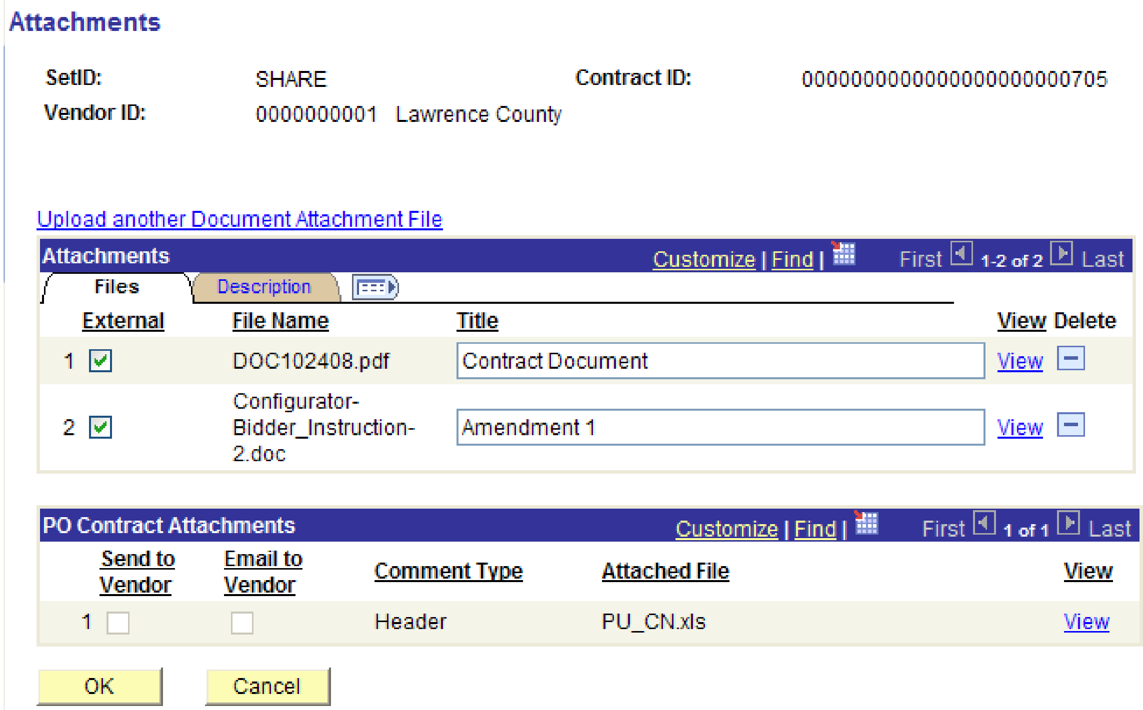
A.5. Attach the Signed Document in Document Management Page

Supplier Contracts and Documents>Document Management

Edison Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

Step	Action
1	Document is already scanned as a PDF (See previous procedure.)
2	**NOTE:** If you are at the document management page for the desired document, follow steps 3-7, if you are there skip to step 8
3	Click **Find an Existing Document**
4	Enter desired **search criteria**
5	Click **Search**
6	Click the **Link for the desired document**
7	You will now be at the **Document Management** page for the selected document
8	Click the **Attachments Exist link** (the number listed will state how many attachments currently exist within the Document Management page)
9	**NOTE:** If attachments exist on the Transactional Contract Pages, the attachment will be displayed here as well (even though the number on the Document Management page does not reflect these documents). Comments from the Transactional pages would not be displayed on this page
10	Click the **Upload a Document Attachment File** link
11	Click **Browse**
12	Find the **Saved File** to upload
13	Highlight the **File**
14	Click **Open**
15	After the file is populated in the field, click the **Upload** button
16	Click the **External Link.** This allows the Contract Administrator the ability to dispatch the document to the Vendor using the system. They will still need to be selected again on dispatch to be sent to vendors.
17	Enter a **Title for the Document** – Title should be **'Contract Document Version 1'**
18	Click the **Description** Tab and Enter a **description** for the document, including the Vendor Contract number

Step	Action
19	**NOTE:** The description can be used at the agency's discretion for identifying information (i.e., Contract Number)
20	**NOTE:** Any attachments made on the Transactional Contract in the Comments section will be displayed here. This is a display only. Any modifications to those attachments will need to be made in the Comments page of the Transactional Contract.



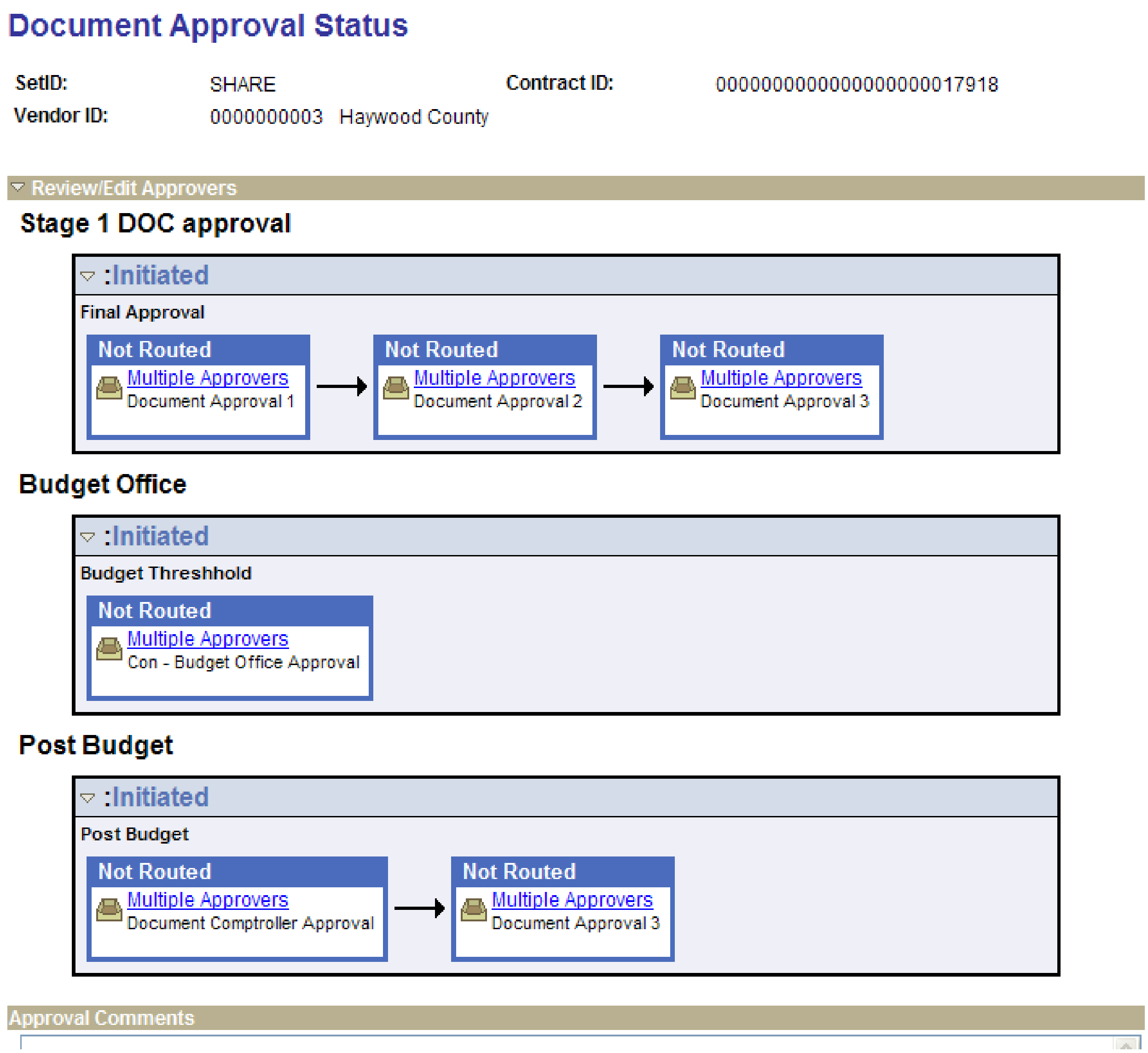
Step	Action
20	Click **OK**
21	**NOTE:** Attachment is saved when **OK** is clicked

A.6. Submit Scanned Document in Document Management Page for Approval

Supplier Contracts and Documents>Document Management

Edison Role: TN2_PU_CN_AGCY_CONTRACT_ADMIN

Step	Action
1	Document is already attached in **Document Management** Page (See previous procedure)
2	If you are not at the **Document Management** page for the desired document, follow steps 3-7. If you are there skip to step 8
3	Click **Find an Existing Document**
4	Enter desired **Search Criteria**
5	Click **Search**
6	Click the **Link** for the desired document
7	You will now be at the **Document Management** page for the selected document
8	Click the **Preview Approval** button
9	You will be taken to the **Document Approval Status** Page. This page enables for the review of the approvals for the Contract before being submitted into workflow.
10	Enter any desired **Approval Comments**
11	Click **Submit for Approval**
12	**Review** and **Insert** any **ad hoc** approvals by clicking the '**+**' button to the right of the desired approval step
13	Document will now be routed for **Approval**



A.7. Approving Documents

The following are the steps an Approver should use in approving a Contract within Edison.

The system has defined approvals, and also has the capability to support ad hoc approvals for Contracts. Workflow is configured as follows:

1) Agency Approval – Agency Head or Designee
2) Agency Approval – Services Coordinator
3) OCR (1st Level)

4)Budget (If Contract meets the Criteria)

5)Comptroller

6)OCR

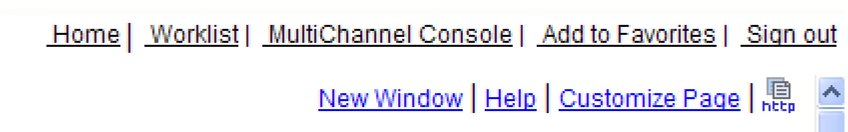
The approver could be notified of the contract needing approval either through receiving an email or receiving a notification in their worklist. The approver can navigate to the contract to be approved through the link generated in the email, the link listed in their worklist, or navigate directly to the contract.

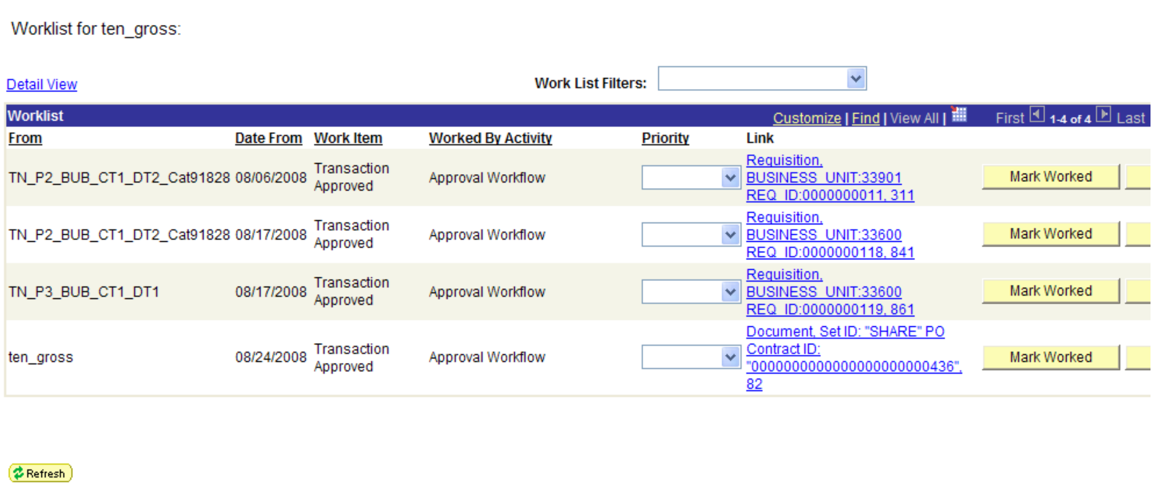
Navigation: FSCM Worklist

Alternate Navigation: email notification link

Alternate Navigation: Supplier Contracts and Documents>Document Management

Edison Role: Contract Approver (TN2_PU_CN_CONTRACTUAL_APPROVER)





Step	Action
1	Search your **Worklist** for the Document to approve
2	Click the appropriate **document hyperlink.**
3	Click **Attachments Exist**

Step	Action

4	**NOTE:** You will be approving the **Attached Documents** and the Supplier Contract (Transactional Contract). **The system created Document is not used at this time for Professional Services Contracts.**
5	Click the **Attachments Exist** link to review the Attached Contract Documents
6	Review the document(s) by selecting the View link next to each document
7	After document(s) is reviewed click **OK**
8	Select the **Contract ID link** to review the Transactional Contract.
9	**NOTE:** The Supplier Contract will open in a new window. Review the contract accordingly. Close the window when review is complete to return to the Document Management page for approval
10	Click **Approve (or Deny).**
11	Insert **Comments** to revise document if you are denying or add any comments to approve if desired.
12	If **Additional Approvals** are necessary but not listed in the path, you may click the **"+"** button to add approvers in the path as Ad-Hoc approvers or reviewers.
13	If no additional approvers or reviewers are to be added, Select OK (Step 20). Contract Administrators are responsible for including 'ad hoc' approvers to comply with approval policies for certain document types (i.e., eHealth)

Step	Action
14	Click the **"+"** button to add approvers in the path.
15	A new window will appear for additional Approver or Reviewer
16	**NOTE:** An Approver can approve or deny. A Reviewer only reviews the document.
17	Click the **User ID Look-Up**
18	Search for the desired approver/reviewer
19	**NOTE:** the name selected must have the role to access the page and to approve.
20	After the name is selected, click **Insert**
21	Click **OK.**

A.8. Resubmitting a Denied Document for approval

The following business process shows steps taken when a document has been denied. Contract Administrator will receive a notification by e-mail or in your Worklist stating the document is back to the contract administrator as "denied".

Agency User would make changes the requested changes as requested by the approver. Edits may include changes to the Scanned Contract document or to the Supplier Contract page within Edison.

If the document is to be updated, changes will need to be made to the saved document maintained by the contract administrators. They would then Print the document, get it re-signed, scan the document, and save to your computer as required.

Supplier Contracts and Documents>Document Management (or Navigation: Worklist)

Edison Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

1	Click **Find an Existing Document**
2	Enter desired **Search Criteria**
3	Click **Search**
4	Click the **Link** for the desired document
5	You will now be at the **Document Management** page for the selected document
6	Click the **Attachments Exist** link
7	Click the **Upload another Document Attachment File** (Document should be an **Unsecured PDF File**)
8	Click **Browse**
9	**NOTE:** Find the revised saved file to upload
10	**Highlight** the file
11	Click **Open**
12	After the file is populated in the field, click the **Upload** button
13	Click **the External Link** for the new version
14	Un-check **External** for the original version
15	Enter a **Title** for the Document- 'Contract Number Version #' (i.e. Version 2)
16	Click the **Description** Tab
17	Enter a description for the document

18	Click **OK**
19	**NOTE:** Attachment is saved when OK is clicked
20	Click **Approval Details**
	Note: The Approval Process will need to be canceled. Once the Approval Process is canceled, the current approval comments will not be visible on this page. For convenience, create a copy of the approval page and upload the document as an attachment (screen print the approval page, paste the copy in a word document, save the word document, upload the document in document management).
21	Click **Cancel Approval Process** Button
22	Click **Submit for Approval**
23	Enter **Approval Comments** stating the intention of submitting document for approvals again in a new version.
24	Click **Save**
24	**NOTE:** Document has now been resubmitted for approval
25	**NOTE:** The process will now return to the step for the first level approver

The approval process will continue for each approver until the Document Management page is Approved or Denied and canceled.

A.9. Approving Transactional Document

Once the Document Management Page is Approved, the Supplier Contract will need to be set to "Approved." The process of setting the Contract to Approved will be a final step for the last approver. OCR will change the Transaction Document to 'Approved' after the final approval – and will also add any necessary final 'ad hoc' approvers. Updating the Transactional page to 'Approved' will allow the agency to utilize the contract for PO releases.

Supplier Contracts and Documents>Document Management

Edison Role: OCR

A.10. Dispatching Documents

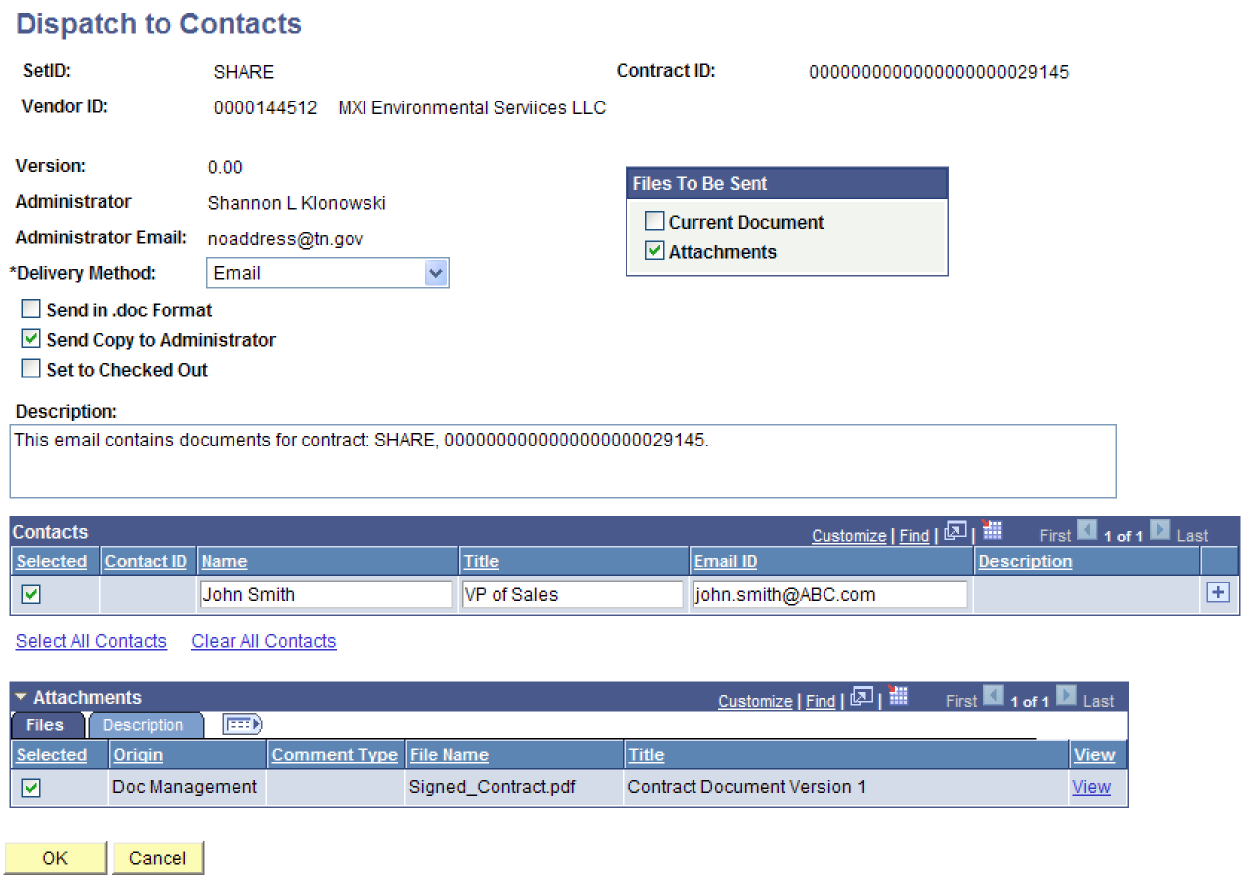
Dispatch of the contract is the process of sending the vendor a copy of the contract or the acknowledgment that the contact has been sent to the vendor. The system allows for electronic dispatch or acknowledgment the contract will be dispatched in another method. Once the Contract Document Management page has been Approved, the contract will be ready for Dispatch.

The contract must be dispatched before the contract can be set to "Execute."

Supplier Contracts and Documents>Document Management

Edison Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

Step	Action
1	Document is now Approved and ready for Dispatch (See previous procedure). Contract Administrator will get an email notifications and notification in their worklist stating the document is now approved.
2	If you are at the **Document Management** page for the desired document, follow steps 3-7, if you are there skip to step 8
3	Click **Find an Existing Document**
4	Enter desired **search criteria**
5	Click **Search**
6	Click the **Link for the desired document**



Step	Action
7	**NOTE:** You will now be at the Document Management page for the selected document
8	Select the **Dispatch to Contacts** button.
9	**NOTE:** There are two delivery methods for the document, **Email** and **Manual**
10	**NOTE:** “Email” will e-mail the document to the parties select
11	**NOTE:** With **Manual** selection, the Contract Administrator would be responsible for printing (and mailing) or e-mailing a copy to the appropriate parties outside of the system
12	If Manual Delivery Method is desired, simply select **Manual** and click OK
13	**NOTE:** To system dispatch follow the remaining steps
14	Select Delivery Method of **Email**
15	Ensure the **Attachments Box** is **checked.** The selection of this box will make all the documents previously set as “External” available for selection in the attachments section.

Step	Action
16	Ensure the **Current Document** is **Un-checked.** *Note: Current Document is unchecked due to the system generated document is not used.*
17	Ensure **Send in .doc Format** is **Un-checked**
18	Ensure **Send Copy to Administrator** is **checked**, if desired
19	Ensure **Set to Checked Out** is **Un-checked**
20	Enter additional information in the description, This box is the body of the email.
21	**NOTE:** If contact names and e-mails are listed, select the ones you wish to send the email by checking the selected check-box. These will be displayed from the Contacts list available from the main page.
22	Check the **Selected** box for any new entries
23	Enter the **email delivery name** in the **Name** field
24	Enter the title of the person, if desired
25	Enter the **Email address** in the **Email ID** field
26	**NOTE:** To add additional email recipients click the **"+"** button and repeat the steps of adding an e-mail recipient
27	Ensure the attachments section has the desired documents are **Selected.** Only the attachments designated as external are available for selection.
28	Click **OK**

A.11. Executing Document

Executing Document is a required step to finalize the document and should also be performed by the Contract Administrator. The document must be Executed for the contract to be available to create an amendment.

Supplier Contracts and Documents>Document Management

Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

Step	Action
1	Document is now Dispatched(See previous procedure) and ready for **Executing**
2	NOTE: If you are at the Document Management page for the desired document, follow steps 3-7, if you are there skip to step 8
3	Click **Find an Existing Document**
4	Enter desired **search criteria**
5	Click **Search**
6	Click the **Link for the desired document**
7	You will now be at the **Document Management** page for the selected document

Document Management

Source: Purchasing Contracts — Return to Document Search

SetID: SHARE — Contract ID: 0000000000000000000029145

Vendor ID: 0000144512 MXI Environmental Serviices LLC

Document SetID: SHARE — Administrator: Jeremy A Gross

Sponsor: — Business Unit:

Configurator ID: SVC_CONTRACT_FA — Services FA Contract - Fee for Service

Description: RFS#32505-02012 — Change Attributes

Version: 0.00 — Created On: 10/10/11 1:32PM — 9 Attachments Exist

Status: Dispatched — Last Modified On: 02/01/12 4:37PM — External Contacts List

View Attachments

View Document Approvals

Send to Contacts

Execute Contract

Collaborated On:

Approved On: 10/26/11 11:06:24AM

Dispatched On: 02/01/12 4:36:41PM

View and Edit Options: View Document, Edit Document, Document Version History

Review and Approval: Approval Details, Document Modification Summary, Generation Log

Other Document Actions: Refresh Document, Regenerate Document, Compare Documents, Deactivate Document

8	Status on **Document Management** page will say **Dispatched**
9	Select the **Execute Contract** button
10	Status will now say **Executed**
11	The contract/document is now **Finalized**

B. Entry of the Delegated Authority Document

The steps for creating a Delegation Contract are the same as all other Supplier Contracts except for a few distinct differences. Below is a list of the differences with Delegation Contracts:

Delegation Contract Types

DA Special Delegated Authority
DG Delegated Grant Authority
DL Delegated Loan Authority
DP Delegated Purchase Authority
DN Delegated No-Cost Authority
DR Delegated Revenue Authority

10	**Vendor:** Enter Vendor "**ZZZ**" in the **Vendor ID** field. (Name of Vendor will be "Delegation Contract")
11	Click **Vendor Details** (to the right of the Begin Date field)
12	Select the **Location** and **Address** for ZZZ Vendor.
58	*** For **DN (**Delegated No-Cost Authority) and **DR** (Delegated Revenue Authority) Contract types, enter $1.00 in the Maximum Line Amount.

C. Contract Release - Creating a Purchase Order - (Encumbering Funds – Supplier Contract)

Section "C is for Contract Release Orders against a standard Supplier Contract. See Purchase Order creation against a Delegated Authority Contract in Section D.

Note: Purchase Orders are not to be created against NC, RV, ID, and IG

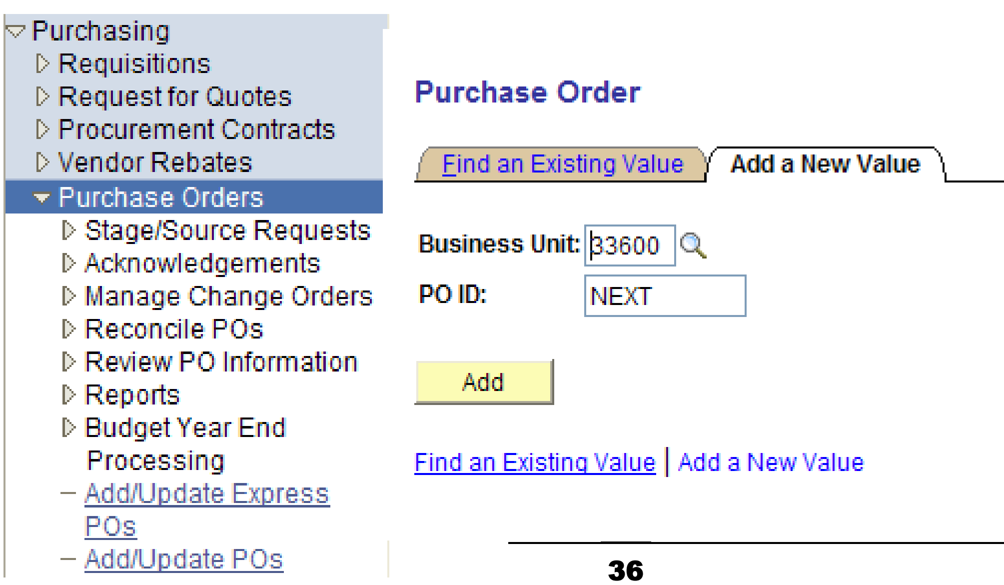
C.1. Creating a Contract Release by Amount – Copy from a PO Contract

Agency User will enter a PO to initiate payment release for services received against a Contract.

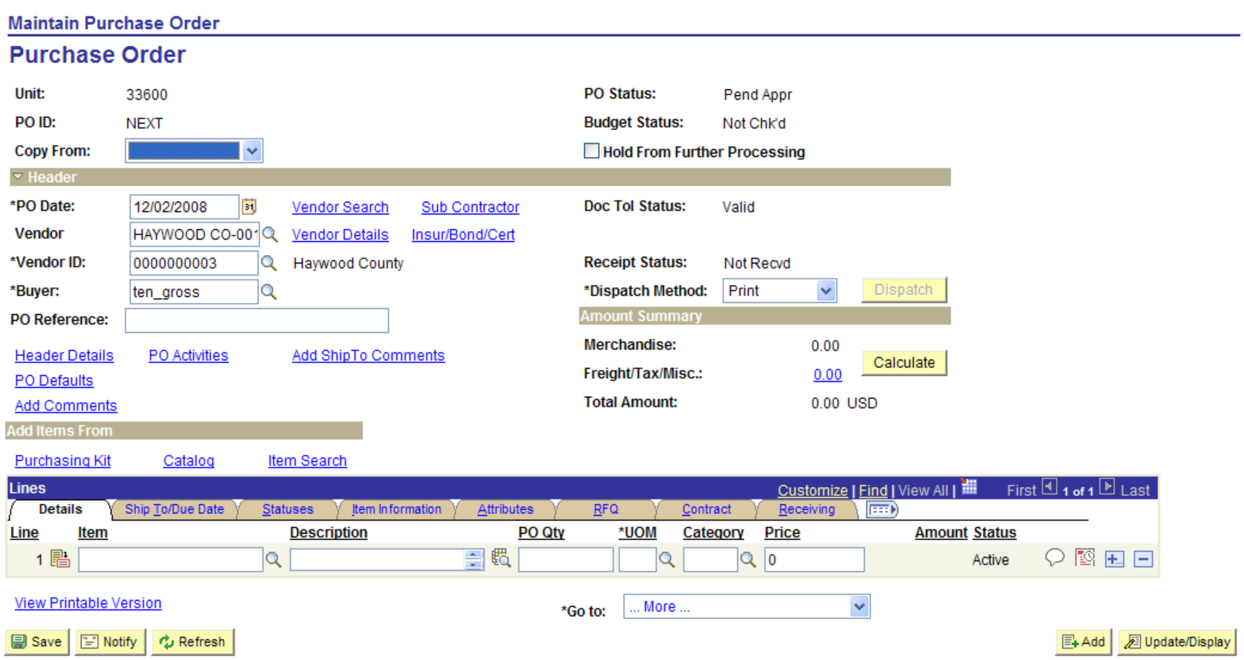
Purchasing > Purchase Orders > Add/Update POs

Role: Agency Buyer (TN2_PU_PO_AGENCY_BUYER)

Step	Action
1	Click the **Add a new value** tab
2	Enter the desired **Business Unit**
3	PO ID will default to **"NEXT"**



4	Click the **Add** button
5	Click the **Copy From** drop-down box
6	Select **Contract**; this will immediately take you to the "**Copy Purchase Order from Contract**" page, where you can copy an existing Contract into the Purchase Order
7	**NOTE:** Contract Selection Criteria allows you to search for a contract by Contract ID, Vendor, Vendor ID, or Master Contract
8	Enter any applicable **search criteria**
9	Click the **Search** Button
10	Check the Select check-box for the desired **Contract ID**
11	Click the **OK** button



12	**NOTE:** The PO Date field automatically defaults to the current system date. You can override the purchase order date
13	**NOTE:** The Vendor and Vendor ID defaults from the selected contract
14	Click the **Vendor Details Link**
15	Ensure the correct location is selected for the purchase
16	**Note:** When a location is selected an associated address will default.
17	Change the **payment terms** to desired value.
18	Note: The payment terms will default to Net 30 or to the payment terms from the Contract. If a discount is offered, the buyer needs to reflect the discount on the PO.

19	Select a **Buyer** or change the default buyer if a buyer defaults from the Contract
20	**NOTE:** PO Reference will default from the contract description field
21	Click **Header Details** link
22	Change **PO Type** to appropriate value
23	Click **OK**
24	**NOTE:** If desired, select **Add Comments** to add comments or attachments for supporting documentation at the header level (if comments are included the field would say "Edit Comments")
25	**NOTE:** Copy from contract function copies all lines from the selected contract
26	**NOTE:** User will need to **Delete** lines from PO you do not desire to purchase. Use the minus sign on the far right of the line to delete the desired lines
27	**NOTE:** Line Description will default from the Contract
28	**NOTE: Quantity** will default to one
29	**NOTE:** Unit of Measure and Category will default
30	Change **Price** to desired amount for the purchase order
31	Click the **Schedule** button (red square on the far right)
32	Ensure desired ship to location is selected (required)
33	Click the **Distributions/Chartfields** button
34	**NOTE:** Chartfield information will default from the Contract Line Distribution, or the PO Defaults, or user preferences (in that order)
35	**NOTE:** Ensure the chartfield information is correct or confer with your fiscal department
36	**NOTE:** If desired, a **Speedchart** could be used to populate the distribution fields
37	Select **OK**
38	Select **Return to Main Page** link
39	Click the **Save** button
40	**NOTE: PO ID** will now be generated and located at the top left of the PO page

C.2. Budget Check PO from PO Page

In this business process, the User successfully runs a Budget Check PO from the PO Page.

Purchasing>Purchase Order>Add/UpdatePO

Role: Agency Buyer (TN2_PU_PO_AGENCY_BUYER)

1	Search for the desired PO through the **Find an Existing Value** tab
2	The Budget Status will be **Not Checked** (or Error for a re-checking of budget)
3	Click the icon beside the **Budget Status** ('paper with magnifying glass' icon)
4	System will display **Processing**
5	Once the PO is checked the **Status** of the check will be displayed: • **Valid**: The purchase order passed budget check successfully • **Warning**: The purchase order failed budget check, but issued a warning • **Error**: The purchase order failed budget checking, a link to the exceptions page will appear to review and override the errors.
6	**NOTE:** Any changes made to the purchase order after budget check will reset the budget status to Not Chk'd (not checked) and Budget check will need to be rerun.

C.3. Submitting PO for Approval

Depending on Agency Workflow configuration, number of approvals and the approval steps may vary.

Role: Agency Buyer (TN2_PU_PO_AGENCY_BUYER)

1	Click the **Approve Amounts** link on the sidebar menu (should be visible just below the highlighted Add/Update POs)
2	**NOTE:** If you are not on the Purchase Order page follow the Following navigation: **Purchasing>Purchase Orders>Approve Amounts**
3	**NOTE:** If you are navigating to the page but not from the Purchase Order page you will be required to enter search criteria to identify the desired PO and access the **Amount Approval** page
4	Ensure the **Approval Action** is "Approve"
5	Note the **Approval Status** is "Initial" (meaning it has not been submitted for workflow approval)
6	Enter any **Comment** for justification of the PO in the comments section, if necessary.

7	Click **Save**
8	**NOTE:** You may receive a message saying the additional approvals are needed and if you want to submit it for workflow. If the Submitter is the final level approver, the PO will be processed to Approved
9	Click **OK**, if the PO is to be submitted into workflow
10	The Approval Status will change to say **"In Process"**, or **"Approved"**
11	**NOTE:** The PO approval is now being routed to the designated approver(s) for the PO if "In Process". If the Approve Amounts status states "Approved", the PO is now ready for the Dispatch Process.

C.4. PO Amount Approval Workflow - Worklist Approvals

As an approver, you can choose to approve, recycle, or deny the Purchase Order.

Navigation: FSCM Worklist

Role: TN2_PU_PO_AGENCY_APPROVER

1	Review the **Worklist** page and select the link for the PO you want to approve.
2	Click the **Review Purchase Order Page** link to view the Purchase Order requested to Approve
10	**Review** the PO
11	After Reviewing, **Close** the window and return to the open window for approval
12	**Select** Approve, Recycle, or Deny
13	Enter desired **comments** for the action chosen
14	Click **Save**
15	**NOTE:** Save executes the actions chosen in the **Approval** Action
16	When you get a warning message click **OK**
17	The PO has been successfully **Approved/Denied/Recycled**

The PO must be fully approved before the PO can be dispatched, and in turn received.

C.5. Dispatch PO from PO page

Once a Purchase Order is fully approved, they will get a notification the Purchase Order has been approved. The PO must now be dispatched. Dispatching is a required process to finalize a PO in Edison, and may also be used to send a copy of the Purchase Order to the vendor if desired.

Purchasing>Purchase Order>Add/UpdatePO

Role: TN2_PU_PO_AGENCY_BUYER

1	Search for the desired PO through the **Find an Existing Value** tab
2	Review the **PO Status**, if status is "approved" it has not been dispatched
3	Select a method of **Dispatch**
4	**NOTE:** Dispatch method will default to print or e-mail. Change method if desired
5	Click the **Dispatch** button
6	The **Dispatch Options** page will appear
7	Click **OK**
8	A **prompt** will appear and ask "Would you like to wait for confirmation that the PO Dispatch process has completed?"
9	If you Click the **Yes** button, you will be returned to the updated PO after dispatch
10	Once the process has completed, the PO's status will now be "Dispatched". After being dispatched, the PO will be available for Receiving.

D. Creating a Delegated Authority Purchase Orders – Contract Release (Encumbering Funds)

The steps for creating a Purchase Order against a Delegation Contract are the same as all other Supplier Contracts except for a few distinct differences. Below is a list of the differences with Delegation Contracts:

Delegation Contract Types

DA Special Delegated Authority
DG Delegated Grant Authority
DL Delegated Loan Authority
DP Delegated Purchase Authority
DN Delegated No-Cost Authority
DR Delegated Revenue Authority

	The Vendor and Vendor ID defaults from the selected contract as ZZZ. Before the PO can be saved, the Vendor must be changed from ZZZ. If you do not change the vendor, you will receive a message when the Save button is selected that the vendor must be changed.
	Change the **Vendor ID** to the Desired Vendor for the Purchase Order
	Select **Add Comments Link**.
	Select **Add Attachments** to Upload the Contract Document is Applicable in the Comments Section.

E. Creating a Receipt - Receiving Service Authorization for Payment

In Edison, the Agency User will create a Receipt against a PO to authorize payment in the system against a Contract Release for services rendered. The receipt is the acknowledgment that designated amount of services has been performed.

E.1. Creating a Receipt

Purchasing>Receipts>Add/Update Receipts

Role: Core Receiver (TN2_PU_PO_CORE_PO_RECEIVER)

1	Click the **Add a New Value** tab
2	Enter the desired **Business Unit** for the Purchase Order you want to receive
3	**NOTE:** The Receipt ID will default to **NEXT**
4	**NOTE: PO Receipt** check box should be defaulted as checked - and must be checked before entering the Select Purchase Order page after clicking Add
5	Click the **Add** button.
6	Enter the desired **search criteria** for the Purchase Order to be received
7	Click the **Search** button (User must click Search button to select the PO)
8	**NOTE:** In the Retrieved Rows group box, all the purchase order lines and schedules that match the search criteria appear
9	Click the check box next to the **Purchase Order Line** to be received
10	Click the **OK** button
11	Click the **Add Comments** link to add comments on the receipt
12	**NOTE:** Attachments such as an invoice or supporting documentation can be attached in the Add Comments page
13	The **Receipt Amount field** will be available for receiving
15	**Change Amount to the amount to receive.**
16	Click **Save**
17	**NOTE:** You may receive a warning due to early receiving based on the delivery date. Click "Ok"
18	Receipt has now been saved and a **Receipt ID** has been generated

19	**NOTE:** Accounts Payable now has system required authorization to make the payment.

F. Process a PO Change Order

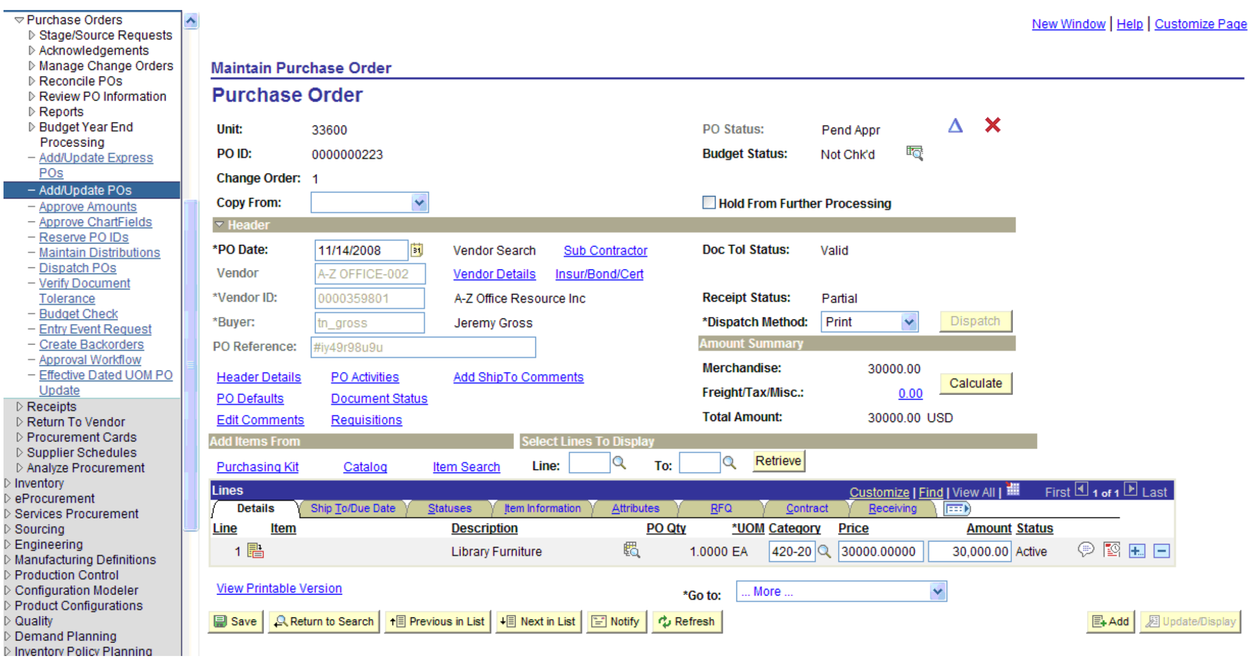
Edison allows for the issuance of a change order against a Purchase Order if allowed within the Business Process.

If a Purchase Order is needed to be changed, the Buyer can issue a Change Order on the Purchase Order. The Purchase Order will still be controlled by the conditions of the associated contract. Thus, if the purchase Order change is greater than the maximum amounts allowed on the contract, the Change Order will not be allowed.

F.1. Create a PO Change Order

Purchasing > Purchase Orders > Add/Update POs

Role: TN2_PU_PO_AGENCY_BUYER



Step	Action
1	Click the **Find an Existing Value** tab
2	Enter the desired search criteria (**Business Unit** is required)
3	Click the **Search** button

4	**NOTE:** To create a Change Order the PO must be **Approved** and **Valid**. If there are already Change Orders created for a particular PO, the number of changes will be listed under the PO ID
5	**NOTE:** Click on the change order icon (blue triangle) to change header information
6	**NOTE:** Changing the information on the desired line fields will also create a Change Order
7	**Update the Purchase Order** with the desired Changes
7	**NOTE:** Once the Purchase Order is changed and saved, the status will go to **Pending Approval**
8	Click **Save**
9	**NOTE:** The status is now at **Pending Approval**, and will need to be submitted for approval
10	The PO will now need to be **Approved, Budget Checked, and Dispatched**.
11	See previous sections on Approval, Budget Checking, and Dispatching.

G. Contract Amendments

Listed below are the procedures for a contract amendment for an approved contract already in Edison. Contracts that were converted as Supplier Contracts will likely not have a document associated to the transactional contract. This means the system does not have a "document" to amend. These amendment transactions will need to be treated as a first time entry of a document. (See creation of a contract document in Section A.4 for detailed procedures).

While the Contract is in the Amendment approval stage, payments can still be issued against Purchase Orders that have open amounts and the PO is Dispatched and Budget Checked. However, no new Purchase Orders may be issued against the Contract while it is in the approval stage. If it is anticipated a payment will need to be made against the contract during the amendment process, ensure a PO (Dispatched and Budget Checked) exist with open amounts to receive, voucher, and pay before the contract amendment is submitted. If no PO is available for payment against the contract during the approval process, you may contact OCR to inquire when the amendment may be approved or to cancel the amendment process.

G.1. Prepare Amendment Document (outside of Edison)

Edison user successfully prepares document outside of Edison. Document is generated from OCRs templates.

Step	Actions
1	Prepare the document from the **OCR designated Templates/Models** for the appropriate amendment document
2	**Save** the document to hard drive for easy retrieval
3	**Print** Amendment Document

G.2. Obtain Signatures on a Document

These steps are completed outside of Edison system.

Step	Action
1	**Document** is already printed (See previous procedure.)
2	Obtain all **required signatures** on the printed document for this document type

G.3. Scan a Document

These steps are not completed within Edison.

Step	Actions
1	Document is already **Printed** and **Signatures** obtained
2	**Scan** document
3	**Save** the scanned document in **Unsecured PDF Format** to your hard drive for easy retrieval

G.4. Updating Transactional Contract for an Amendment

The Contract Administrator shall change the transactional contract to reflect the contract amendment. While the Contract is in Open status, no new Purchase Orders can be created against the contract.

Supplier Contracts > Create Contracts and Documents > Contract Entry

Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

1	Click **Find an Existing Contract**
2	Enter the desired **Search Criteria**
3	Select **OK**
4	Select the desired **Contract** from the search results
	NOTE: You will now be at the Transactional Contract page for the selected contract
5	Change the contract status to **"Open"**
6	Make necessary changes. These changes could include adjustments to Contract Dates, Increasing Maximum Liability of the Contract, Adjusting the Maximum Amount of a Line, etc.
7	**NOTE:** If a change is made to the **Maximum Liability** amount, ensure the Maximum Line Amount (found in the 'Release Amount' tab) is reflected in the maximum liability change if desired. For example, if a Maximum Liability is increased, regardless of the amount changed, then the line item must be increased to reflect this amount – or the line will remain limited to the **Release Amount** as is.
8	After desired requested changes have been made, Click **Save**
9	**NOTE:** A Warning Message may appear stating that the Document needs to be updated. Click **OK**

10	Status will remain at **Open**. Status should remain Open throughout Creation and Approval process
11	Click **"Save"**
12	**NOTE:** A warning message will be generated saying a document has been generated and may need revising because a change to the page has been made. This is only a warning message
13	Click **"OK"**

G.4. Creating a Contract Amendment to the Document Management Page (Attaching an Amendment to a Contract Document)

For this business process, the Document Management Page is set to Create an Amendment and the Amendment document is created external to the Edison system. The Document Management page is used to attach the document, Approve, and manage the document within the system.

Supplier Contracts and Documents>Create Contracts and Documents>Contract Entry

Role: Contract Administrator (TN2_PU_CN_AGCY_CONTRACT_ADMIN)

1	**NOTE:** If you are at the contract transactional page for the desired contract document, follow steps 3-6, if you are there skip to step 7
2	Click **Find an Existing Value**
3	Enter desired **Search Criteria**
4	Click **Search**
5	Click the Link for the desired **Contract**
6	**NOTE:** You will now be at the Transactional Contract page for the selected contract
7	Select the **Maintain Document** Button
8	**NOTE:** You will be taken to the Document Management page.


Document Management

Source: Purchasing Contracts

Return to Document Search

SetID: SHARE Contract ID: 0000000000000000000029382

Vendor ID: 0000133417 Nashville Entrepreneur Center

Document SetID: SHARE Administrator: Leslie J Davis

Sponsor: Business Unit:

Configurator ID: SVC_CONTRACT_GR Services GR Contract - Grant to an Ind., Bus., NP, non-TNGE

Description: 33002-28212

Change Attributes

Version: 0.00 Created On: 11/03/11 3:04PM

Status: Executed Last Modified On: 11/09/11 3:37PM

Send to Contacts Reset to Dispatch

Create Amendment

Collaborated On:

Approved On: 11/09/11 3:15:50PM

Dispatched On: 11/09/11 3:37:18PM

Executed On: 11/09/11 3:37:48PM

4 Attachments Exist

External Contacts List

View Document Approvals

View and Edit Options:

View Document

Document Version History

Review and Approval:

Approval Details

Document Modification Summary

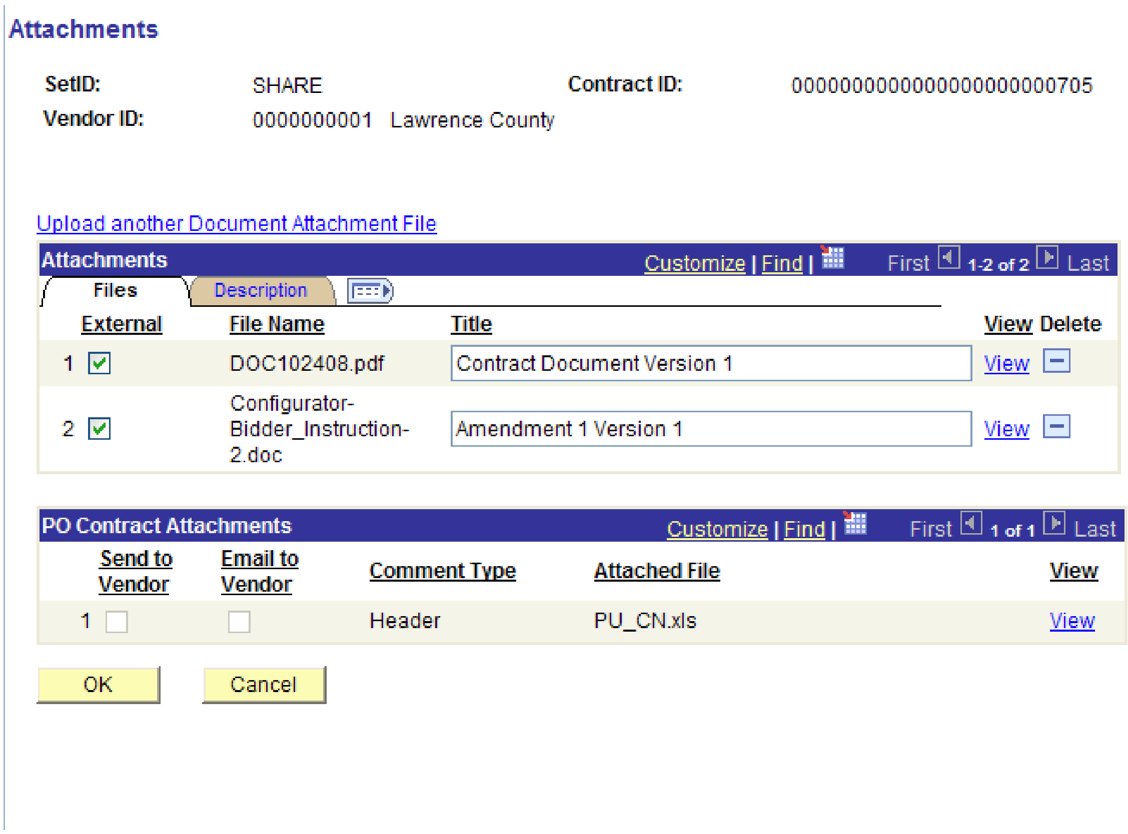
Generation Log

Other Document Actions:

Deactivate Document

9	Click **Create Amendment** button NOTE: The Create Amendment Button will only be available if the Contract is in Executed Status
10	Chose appropriate Amendment Option. Select **Amend Contract Only**
11	**NOTE:** Version allows for a designation of a Major Version and a Minor version. **Major** will be for changes to price, quantity, etc. Small changes in language etc. will be considered "**Minor**"
12	Select **Major**
13	Enter any **Comments** on the amendment desired in the comments section
14	Click **OK**
15	NOTE: Amendment will say "1" (or increase by 1 if there is an existing amendment)
16	NOTE: Status would now be "Draft"
17	Click the **Attachments Exist** Link
18	Click the **Upload a Document Attachment**
19	Click the **Browse** button
20	Highlight the saved **Amendment file** saved previously
21	Click **Open**
22	Click **Upload**
23	Check "**External**" checkbox

24	Name the **Title** "Contract Amendment #1 Version 1"
25	Click **Description** Tab
26	Give the Document a **Description**



28	Click **Ok**
29	**Attachments Exist** link name should increase in number by 1

H. Document Management Page

The Document Management Page has functionality in helping management of the Contract. The following is information in the additional links and fields on the Document Management Page.

H.1. Document Version History

The Document Version History Page enables the a user to see the entire history of the document versions. These versions include the system generated document as well as the attachments uploaded. The person history lists the date and person that made the change as well as the attachments as they existed at that time.

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Document History

SetID: SHARE **Contract ID:** 000000000000000000017282

Vendor ID: 0000108055 Systems & Methods Inc

Document Action:

Return to Document Management

Customize | Find | View All | First 1-6 of 6 Last

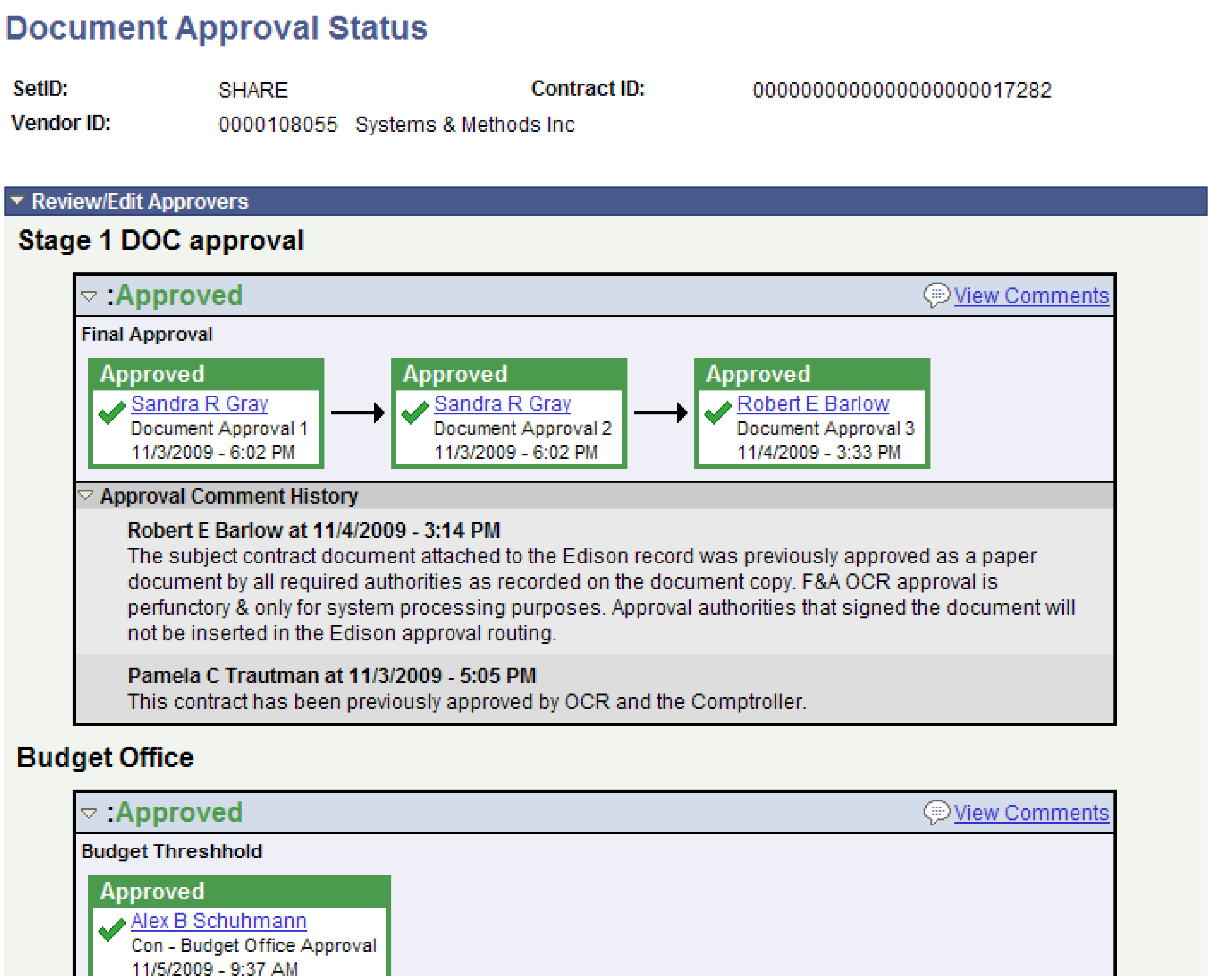
Action/Version | Comments | Document Details

DateTime	Document Action	Last User to Take Action	Version	View Attachments	Details...
11/06/09 3:57PM	Executed	Pamela C Trautman	0.00		
11/06/09 3:57PM	Dispatched	Pamela C Trautman	0.00		Details...
11/05/09 9:53AM	Approved	Robert E Barlow	0.00		
11/03/09 5:05PM	Submitted for Approval	Pamela C Trautman	0.00		
11/03/09 5:02PM	Modified Attachments	Pamela C Trautman	0.00	View Attachments	
11/03/09 3:31PM	Initial Version Created	Pamela C Trautman	0.00		Details...

Return to Document Management

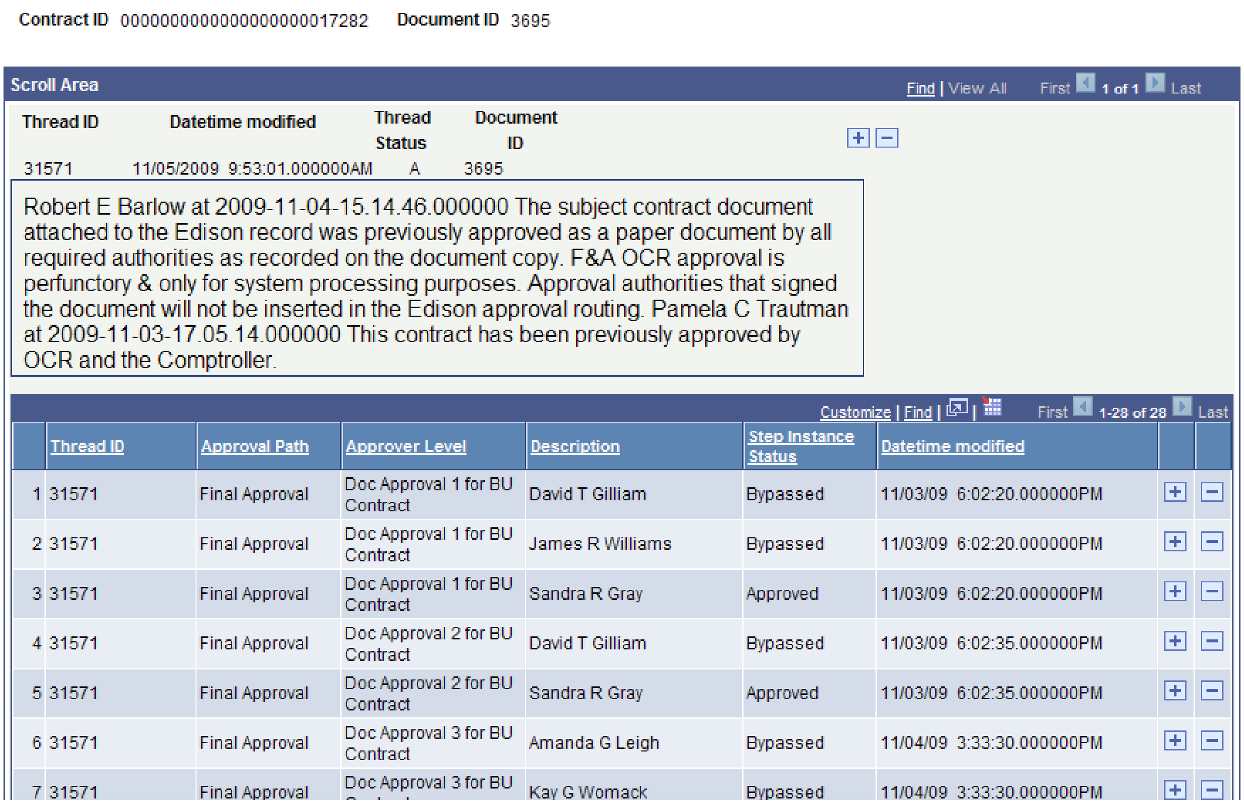
H.2. Approval Detail

The Approval Detail page shows the last approval cycle. To see the entire approval history, select the View Document Approvals



H.3. View Document Approvals

The View Document Approvals page lists the entire approval cycle. The entire approval cycle includes all Amendment Approvals as well as any resubmittals from denied approvals. Also includes is the pooled list of Approvers for each step and the approver who actually approved the step.



Contract ID 00000000000000000000017282 Document ID 3695

Scroll Area

Find | View All First 1 of 1 Last

Thread ID	Datetime modified	Thread Status	Document ID
31571	11/05/2009 9:53:01.000000AM	A	3695

Robert E Barlow at 2009-11-04-15.14.46.000000 The subject contract document attached to the Edison record was previously approved as a paper document by all required authorities as recorded on the document copy. F&A OCR approval is perfunctory & only for system processing purposes. Approval authorities that signed the document will not be inserted in the Edison approval routing. Pamela C Trautman at 2009-11-03-17.05.14.000000 This contract has been previously approved by OCR and the Comptroller.

Customize | Find | First 1-28 of 28 Last

	Thread ID	Approval Path	Approver Level	Description	Step Instance Status	Datetime modified
1	31571	Final Approval	Doc Approval 1 for BU Contract	David T Gilliam	Bypassed	11/03/09 6:02:20.000000PM
2	31571	Final Approval	Doc Approval 1 for BU Contract	James R Williams	Bypassed	11/03/09 6:02:20.000000PM
3	31571	Final Approval	Doc Approval 1 for BU Contract	Sandra R Gray	Approved	11/03/09 6:02:20.000000PM
4	31571	Final Approval	Doc Approval 2 for BU Contract	David T Gilliam	Bypassed	11/03/09 6:02:35.000000PM
5	31571	Final Approval	Doc Approval 2 for BU Contract	Sandra R Gray	Approved	11/03/09 6:02:35.000000PM
6	31571	Final Approval	Doc Approval 3 for BU Contract	Amanda G Leigh	Bypassed	11/04/09 3:33:30.000000PM
7	31571	Final Approval	Doc Approval 3 for BU	Kay G Womack	Bypassed	11/04/09 3:33:30.000000PM

I. Closing and Canceling a Purchase Order

The following information is procedures in how to Close or Cancel Purchase Orders. There is a scheduled Close Process for purchase orders that have been fully processed to payment. The procedures listed are for the Close or Cancel of PO before the entire amount has been processed and for Purchase Orders that are not qualified for the scheduled close process.

Close/Cancel PO Procedures

POs can be Canceled from the PO page or the Reconciliation Workbench
POs can be Closed through the Close PO Page or the Reconciliation Workbench

Once a Purchase Order is Canceled or Closed, the PO will need to be Budget Checked to put the money back in the budget.

*** Note: If you are closing a Purchase Order that was issued against a Contract and has remaining money you want back in the Contract, you must first change the PO. You will need to reduce the amount of the PO to the amount received. This change will put the available amount back on the contract when the PO is saved. You will not need to approve or budget check at this point. Follow the procedures to close and run the budget check after it is closed to put the money back in the budget.

Putting Unused Amount of PO back on a Contract Released Amount

If you intent to cancel the PO, the unused amount will be issued back to the contract for use and the budget check process will put the money back in the budget. **<u>The cancelation process does not require for the PO to be reduced to put the used spend amount back on the contract.</u>**

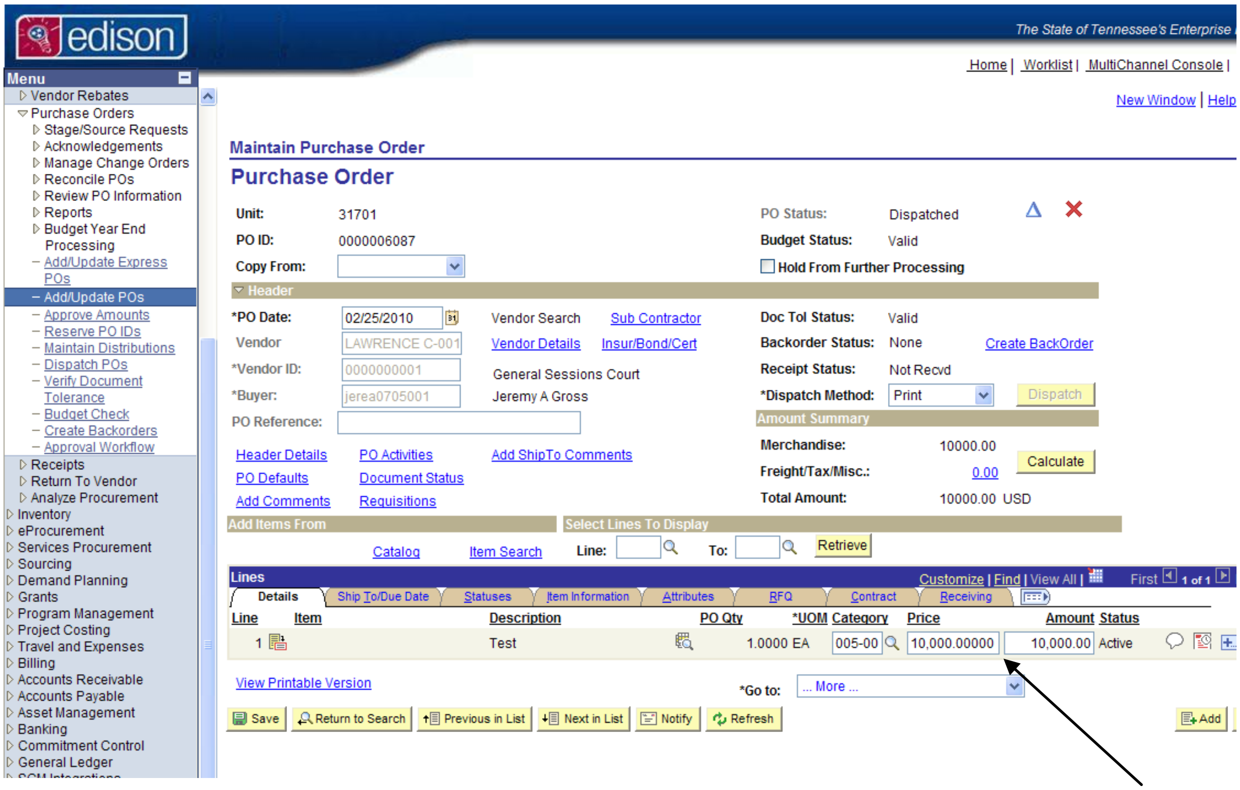
The following <u>must</u> be done before the PO is **closed** if you want the available amount put back in the contract.

The Close Process does not automatically put the unused amount of a Purchase Order back on the Contract from which it was issued. If you want to put the remaining amount back on the contract's remaining amount, you will first need to reduce the amount of the issued Purchase Order before the PO is closed.

Reducing the PO to the Spent Amount

Navigation – FSCM>Purchasing>Purchase Orders>Add/Update PO

Navigate to the desired Purchase Order



On the Purchase Order page, reduce the amount (or quantity) of the Purchase Order to the amount received.

Note: The system will not allow you to reduce the amount below the received amount. If the PO was received and not vouchered, the receipt may need to be reduced or cancelled as well.

Click Save

Follow the steps to close the Purchase Order.
Note: You will not need to Budget Check or Approve at this time. The Budget Check will need to take place after the PO is closed anyway, so budget check at this time is not necessary.

To see how much of the Purchase Order is available for receiving, thus the amount the PO can be reduced, you can navigate to the Purchase Order activity Summary.

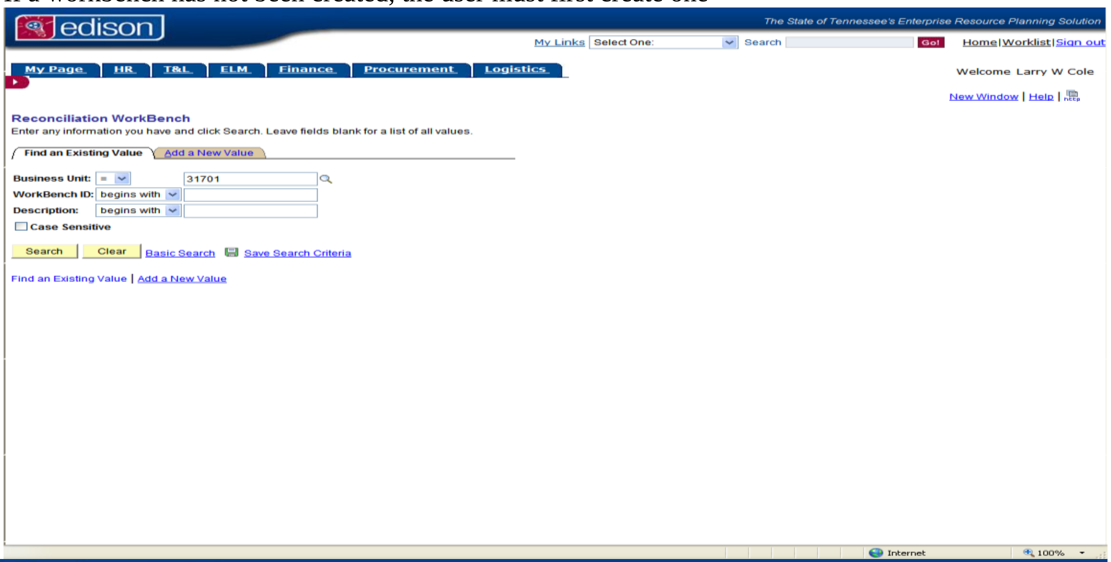
Navigation – Purchasing>Purchase Orders>Review PO Information>Activity Summary

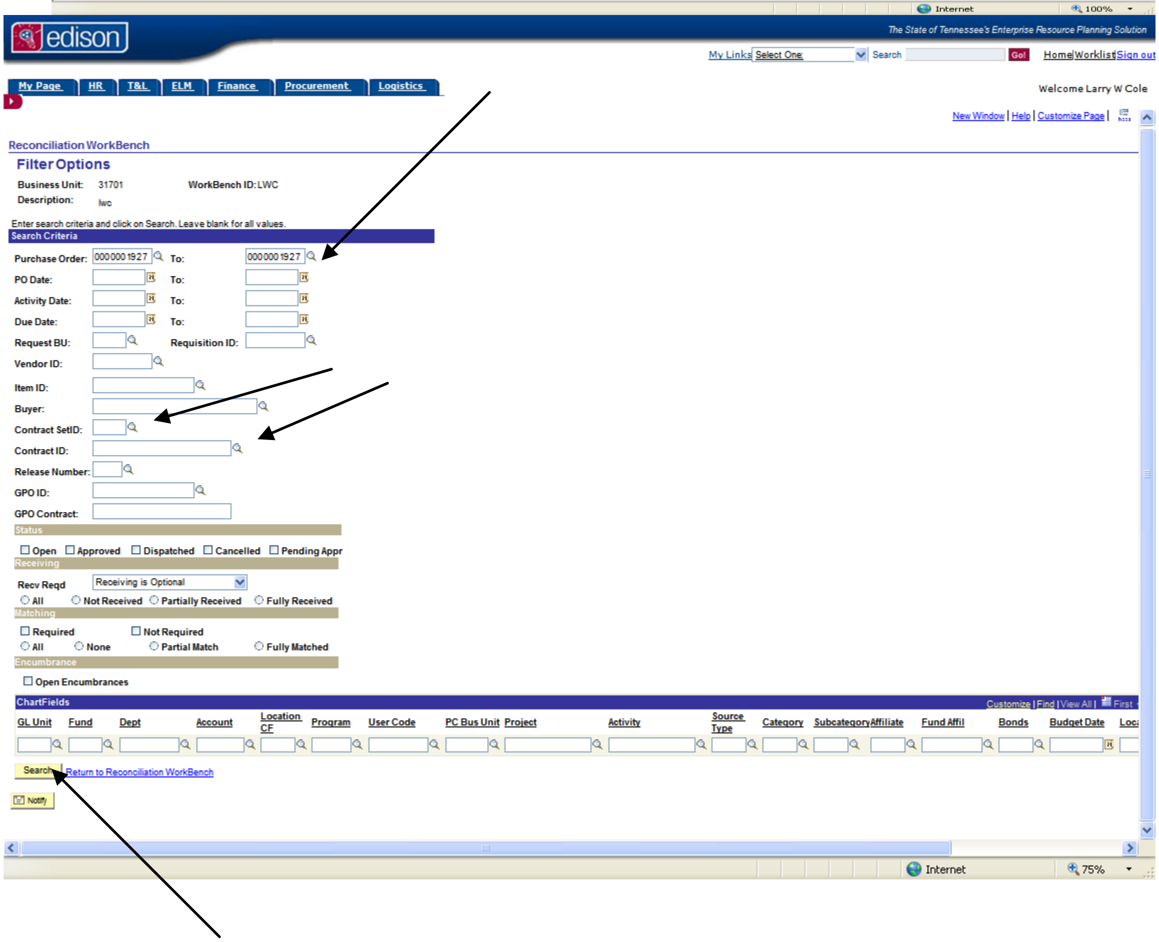
Click the Receipt tab

The Open Amount (and Open Quantity), will be the available amount for reduction

Canceling or Closing from the Reconciliation Workbench

Navigation – FSCM>Purchasing>Purchase Orders>Reconcile PO>Reconciliation Workbench.
If a workbench has not been created, the user must first create one



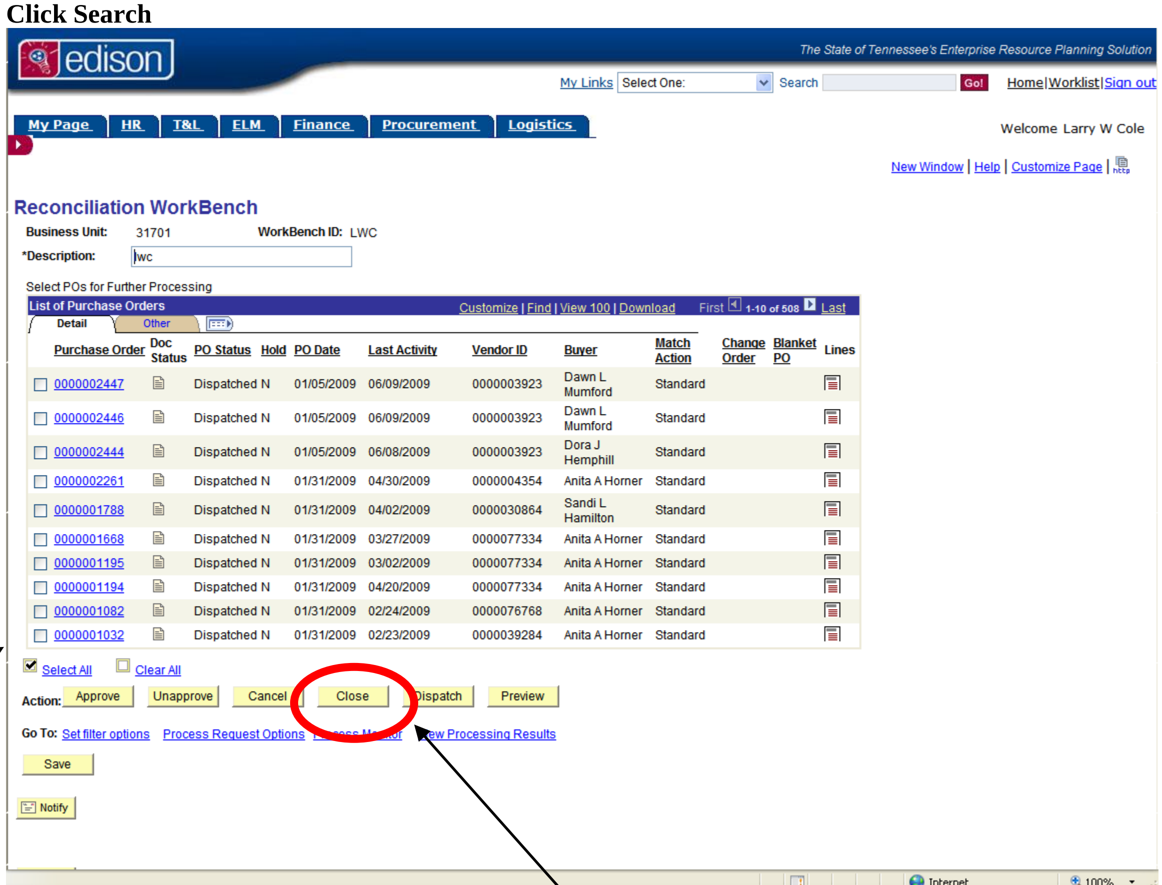


Enter the Filter Options to Find the PO(s) to Close or Cancel

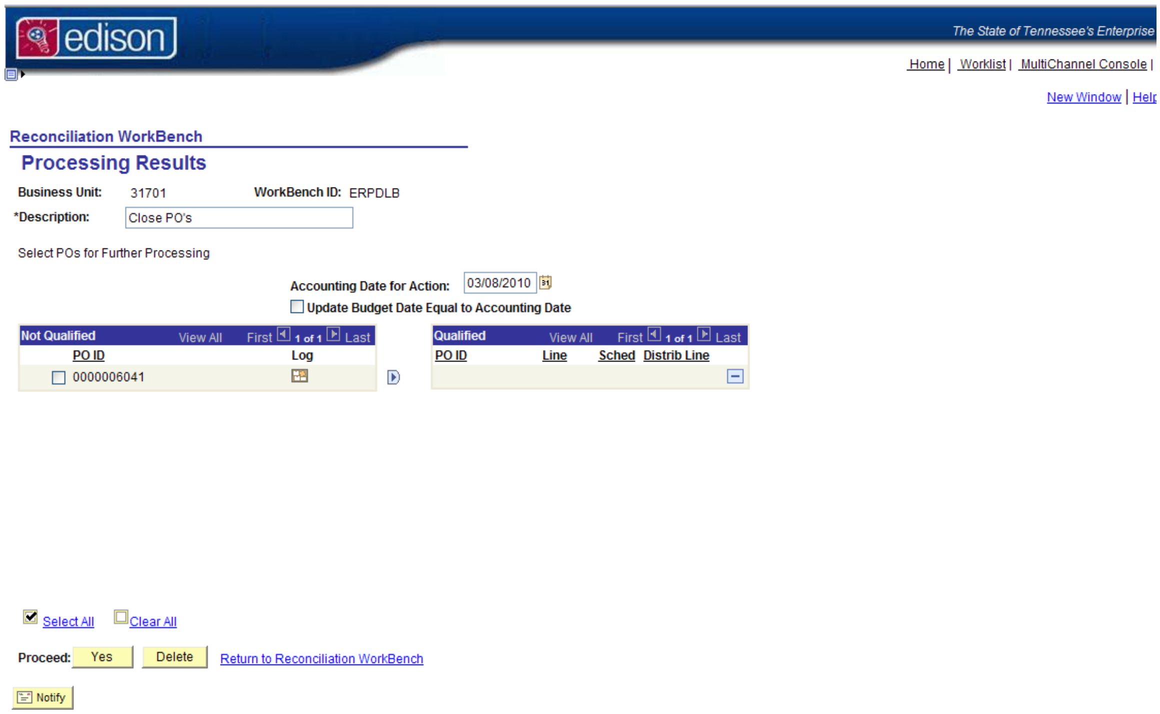
The user enters the appropriate search criteria. Please keep in mind the search criteria selected will be used to filter the results. The more criteria used will narrow the results.

If you want to close a single Purchase Order, use the Purchase Order fields. If you are wanting to close all Purchase Orders against a contract, use the contract information as a search criteria (Set ID = SHARE, Contract ID = #)

Click Search



Select the PO`(s) and take the appropriate action (Close or Cancel).
Note: The Approve and Unapprove will not do the listed action.



Processing Results Page

There are two columns: Not Qualified and Qualified. The PO must be qualified to run the close process. If it is not qualified, you could move the PO to qualified by selecting the PO check box and clicking the move button (between the Qualified and Not Qualified). If the PO cannot be qualified, you will be notified with a message.

If not Qualified, select the check box on the PO id.

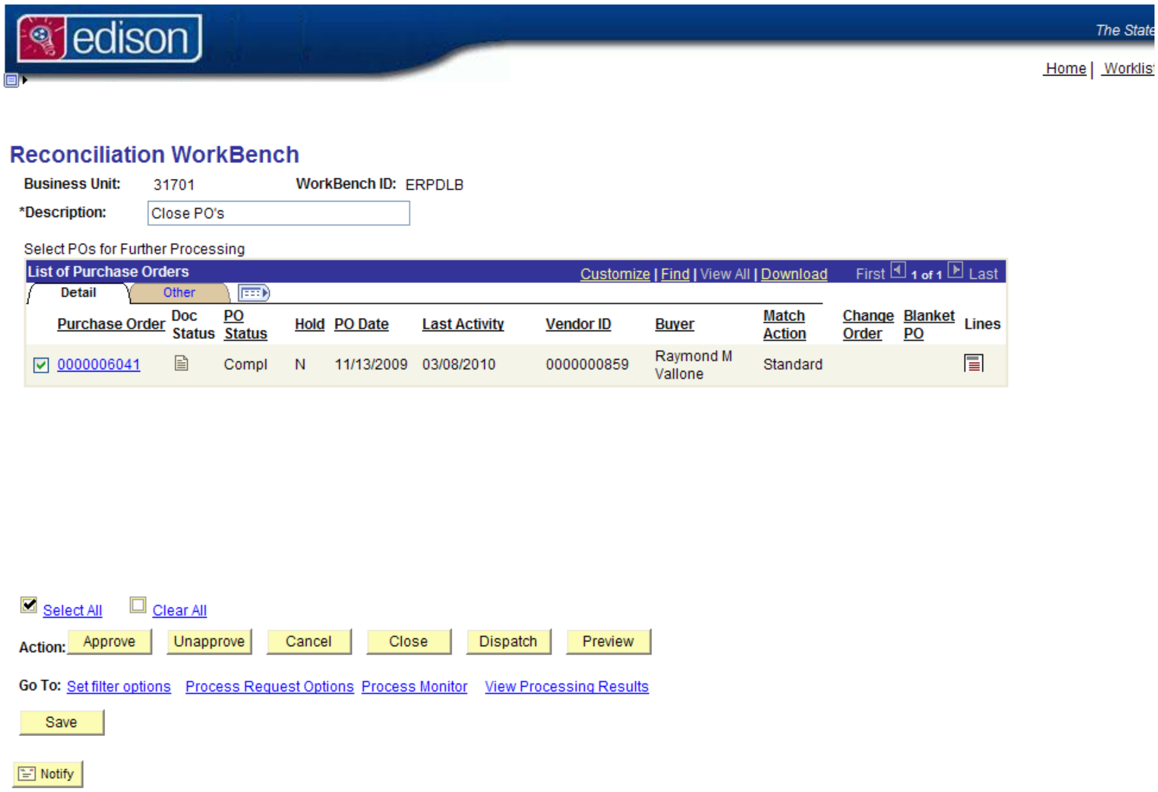
Click the "Override" button

The Purchase Order will be moved to qualified, or you will be notified why it cannot be qualified.

Click the "yes" button, once the PO is Qualified.

You will receive a further message to ensure you want to proceed.

Click "Yes" to proceed.

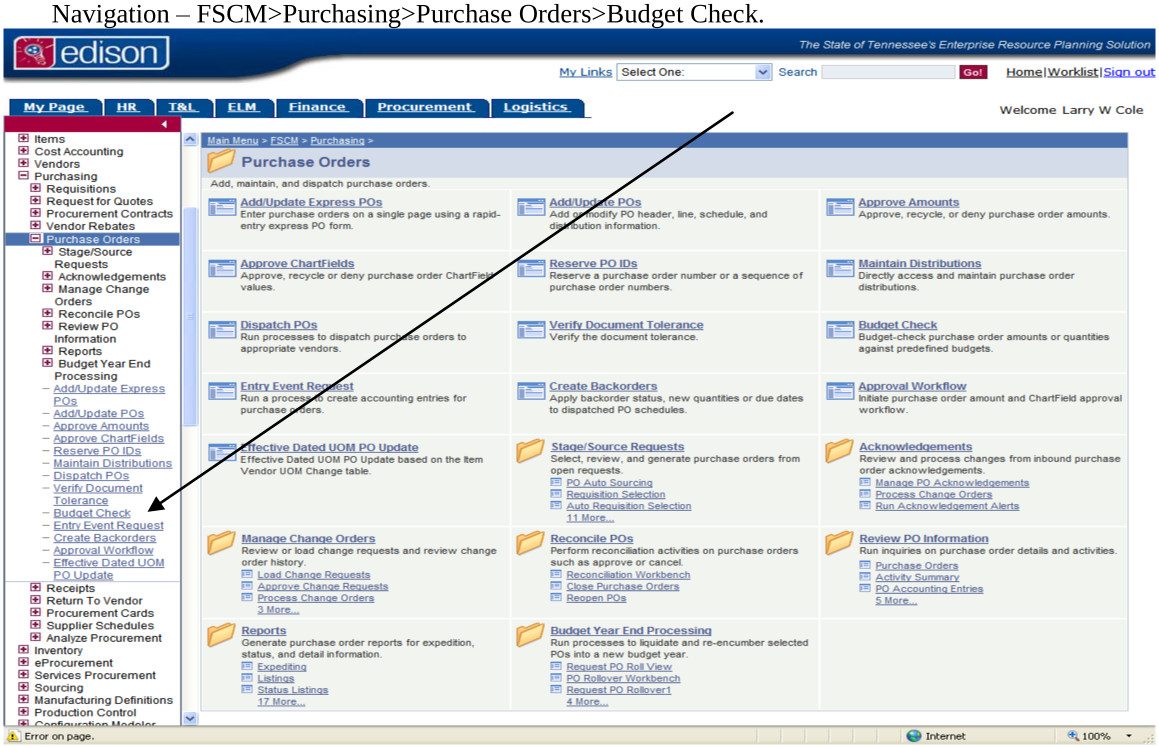


The Line will now state the line is canceled or complete (note: closed is the same as complete)

Budget Checking the PO

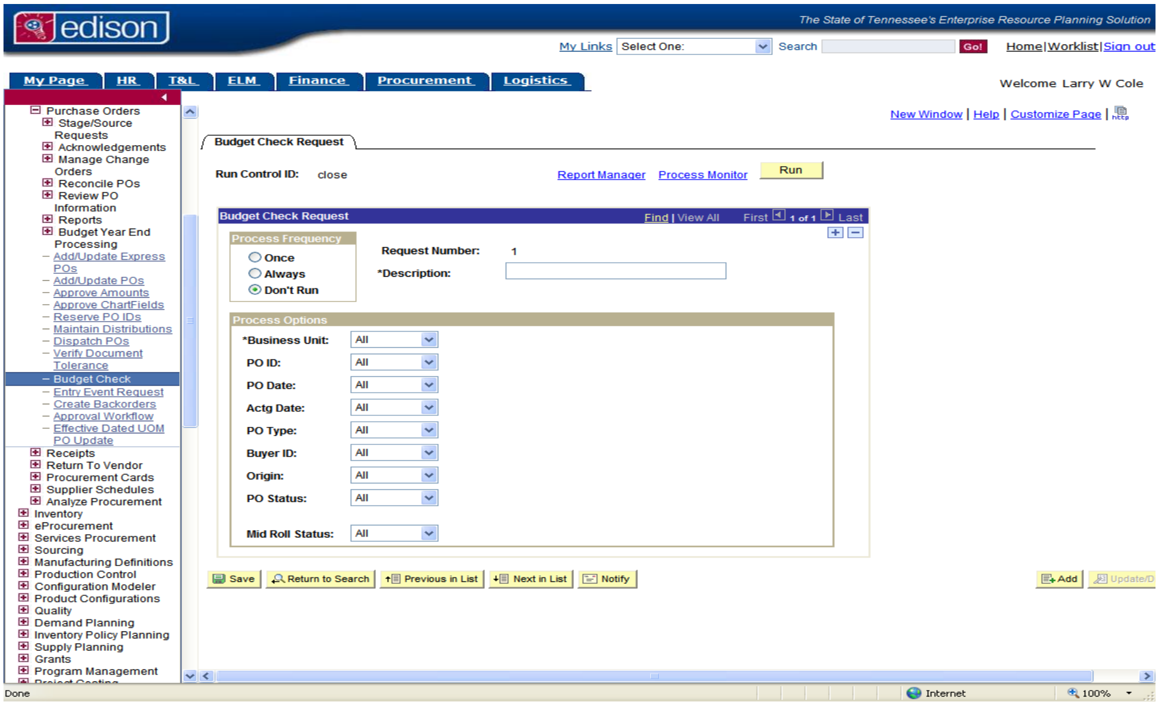
After the PO has been closed or canceled, you will need to run the Budget Check process in order to finish the PO and return the remaining to the Budget, if applicable.

Navigation – FSCM>Purchasing>Purchase Orders>Budget Check.



If you have not created a Run Control a new one must be established.

Enter your selection criteria for the Purchase Order(s)



Select "Once" in the Process Frequency

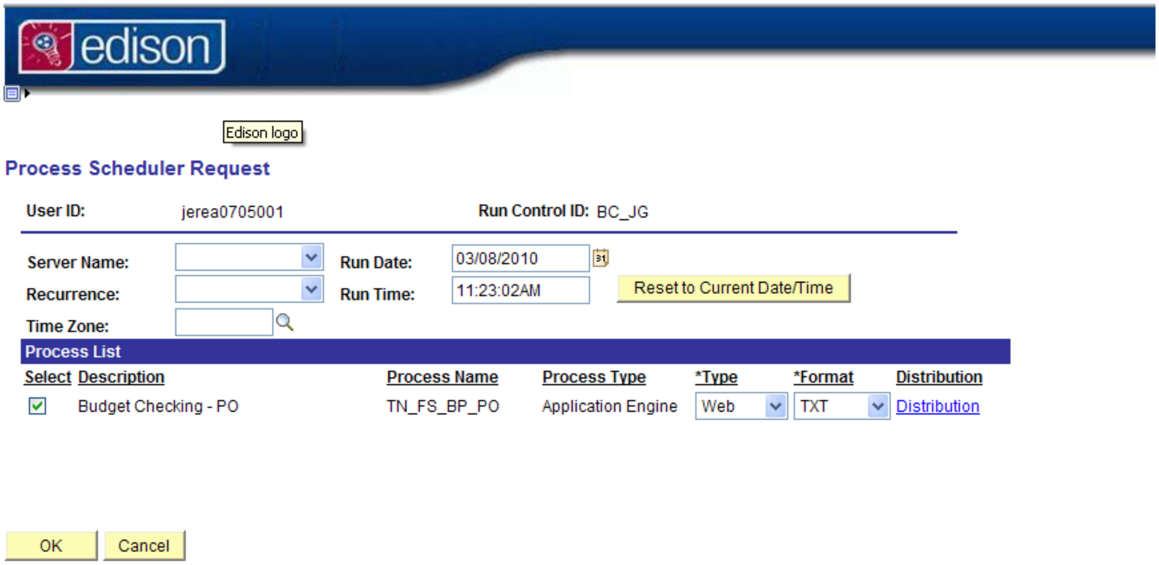
Click the Business Unit drop-down box
Select Value

Click the PO ID drop-down box
Select the desired PO or POs by Value or Range

Note: there are other criteria that can be used, though it is recommended that the specific desired POs be selected.

Click Save

Click Run



You will be taken to the Scheduler page.
Leave the server blank and the system will select an available server
The select check box should default as selected for the Process

Click Run

After the process is run, the remaining encumbered monies from the PO that were not used will be back available in the applicable budget.

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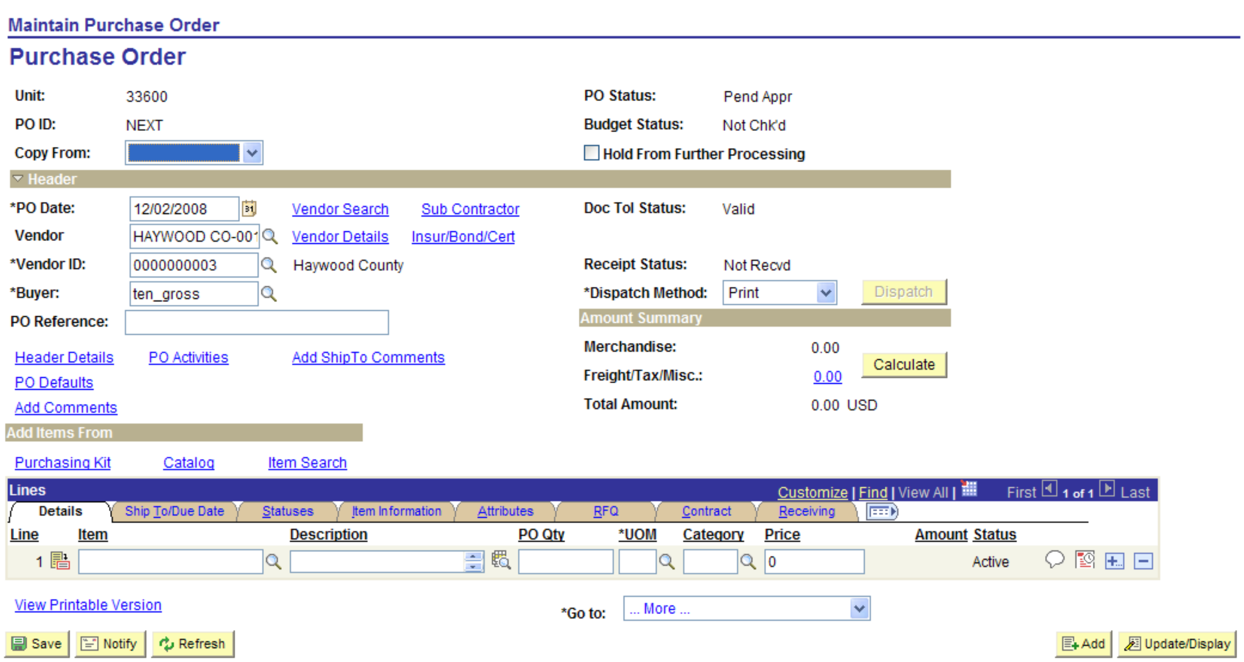
J. Changing the Accounting Date on a Purchase Order

A purchase order's accounting date may need to be updated for a Change Order or other updates to a Purchase Order. The following are steps to Update the Accounting Date if it is needed:

Purchasing > Purchase Orders > Add/Update Pos

Role: TN2_PU_PO_AGENCY_BUYER

Step	Action
1	Click the **Find an Existing value** tab
2	Enter the desired **Business Unit (it may default a Business Unit)**
3	Enter the desired search criteria for the Purchase Order
4	Select the Purchase Order
5	Note: The Purchase Order will be displayed
6	Select the **Header Details** link



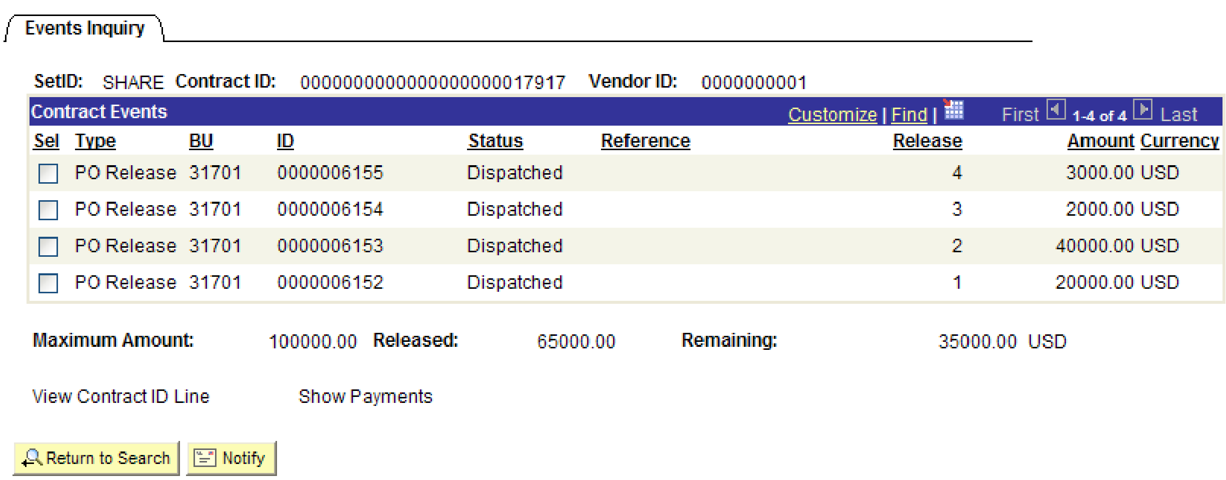
7	**NOTE:** The Accounting date will be listed
8	Change the Accounting Date to the desired date

K. Transaction Usage Information

There are numerous ways in Edison to gather information concerning the useage of a Contract or Purchase Order. The following sections conatin navigations to additional delivered pages that can assist in evaluating usage of a Contract or Purchase Order

J.1. Purchase Orders Issued against a Contract

Purchasing > Purchasing Contracts> Review Contract Information>Events



Events Inquiry

SetID: SHARE Contract ID: 00000000000000000000017917 Vendor ID: 0000000001

Contract Events — Customize | Find | First 1-4 of 4 Last

Sel	Type	BU	ID	Status	Reference	Release	Amount	Currency
☐	PO Release	31701	0000006155	Dispatched		4	3000.00	USD
☐	PO Release	31701	0000006154	Dispatched		3	2000.00	USD
☐	PO Release	31701	0000006153	Dispatched		2	40000.00	USD
☐	PO Release	31701	0000006152	Dispatched		1	20000.00	USD

Maximum Amount: 100000.00 Released: 65000.00 Remaining: 35000.00 USD

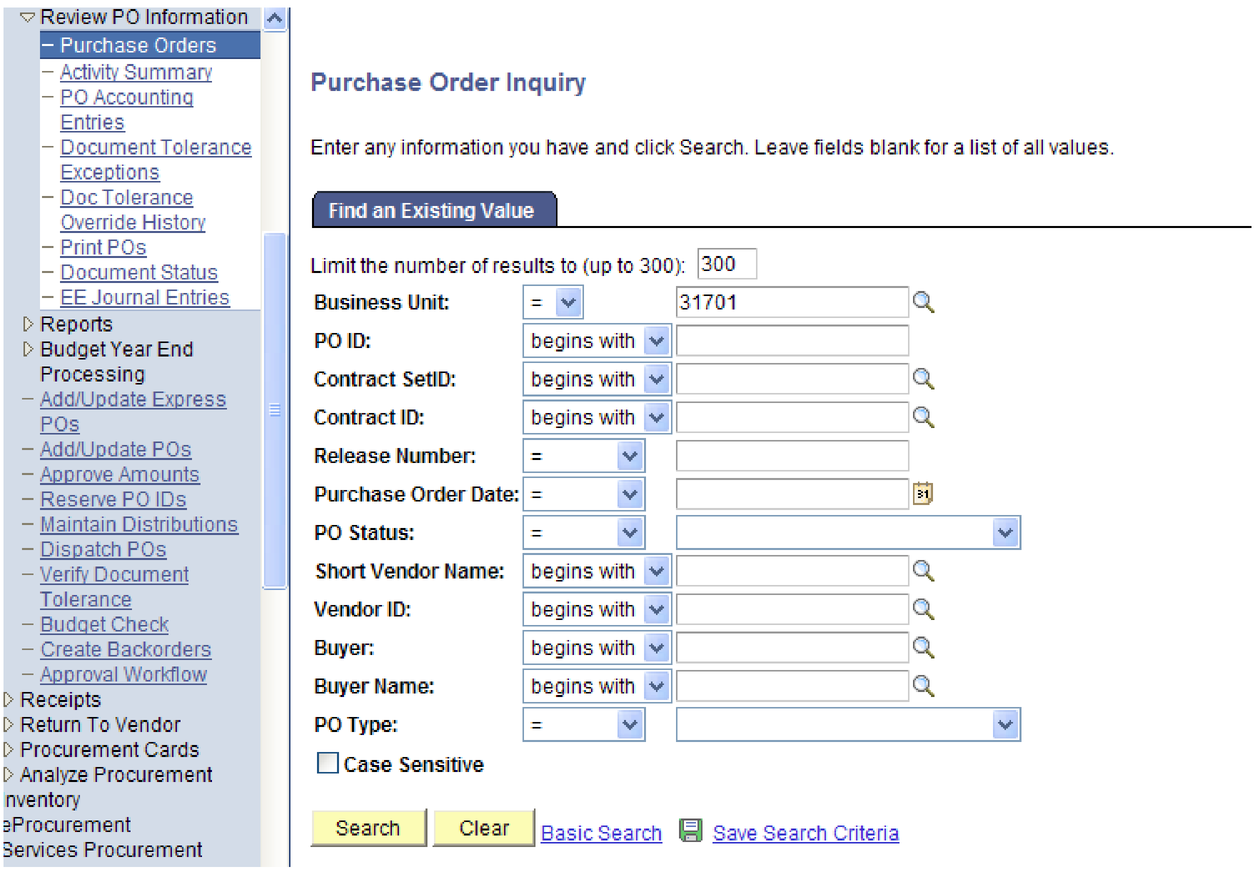
View Contract ID Line Show Payments

Return to Search Notify

J.2. Purchase Order Information

Purchasing > Purchase Orders > Review PO Information>

After the Purchase Order Activity Summary has generated, the page will default to the Details tab. There will be 5 tabs (Details, Receipt, Invoice, Matched, and RTV) that will have information about the Purchase Order.



Activity Summary

Unit: 31701 **PO Status:** Dispatched

PO ID: 0000006152 **Vendor:** Lawrence County

Lines Customize | Find | View All | First 1 of 1 Last

Details | Receipt | Invoice | Matched | RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Test Close Cancel Process	EA	1.0000	20000.000	USD	☑

Activity Summary

Unit: 31701 **PO Status:** Dispatched

PO ID: 0000006152 **Vendor:** Lawrence County

Lines Customize | Find | View All | First 1 of 1 Last

Details | Receipt | Invoice | Matched | RTV

Line	Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1		Test Close Cancel Process	EA	20000.000	0.0000	0.000	USD

Activity Summary

Unit: 31701 **PO Status:** Dispatched

PO ID: 0000006152 **Vendor:** Lawrence County

Lines Customize | Find | View All | First 1 of 1 Last

Details | Receipt | Invoice | Matched | RTV

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1		Test Close Cancel Process	EA	☑	20000.000	USD	0.000	USD

NOTES